

Terms of Reference for the Personnel Lead Governor at West Hill Primary School

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Policies and Documents delegated to this governor:

- Staff Capability Policy (Statutory)
- Staff Discipline Policy (Statutory) (To be ratified by the FGB)
- Staff Grievance Policy (Statutory) (To be ratified by the FGB)
- Whistleblowing Policy (Statutory)
- Central record of recruitment and vetting (DBS) checks
- Contract of Employment for each member of staff

Duties which are delegated to this governor/trustee: *(Governance Handbook)*

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

D Delegated to Lead Governor/Trustee **R** Make Recommendations to Full Governing Board

The Personnel lead governor/trustee will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
In consultation with the Headteacher/Principal and giving consideration to the School Improvement Plan (School Development Plan), to review the staffing structure annually and whenever a vacancy occurs. Ensure that flexible working and the Teacher Recruitment and Retention Framework is considered when reviewing staffing structures.	D
To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full governing board.	R
To monitor that appropriate procedures are in place and followed for setting levels of executive pay which are transparent, proportionate and justifiable.	R
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with HR models; and ensure that the workforce is informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy, ensuring that the appraisal process links with the School Development Plan (School Improvement Plan) priorities. Ensure that the board establishes an appropriate Pay and Performance Committee to monitor the appraisal process and decide outcomes	D
To work with the Senior Leadership Team to review the training requirements of the school workforce, linked to the curriculum and the School Development Plan and make recommendations to the board.	D
Monitor and review staff well-being & absence to identify trends & possible impact on provision, develop plan to mitigate and/or resolve any issues	D
Monitor recruitment & retention patterns, suggest plans to address any emerging issues	D

To ensure that requirements for safer recruitment are in place and that there is an up to date single central record (SCR) of recruitment and vetting (DBS) checks held in school. (<i>The Safeguarding Lead Governor is delegated responsibility for checking the content of the SCR</i>)	D
To monitor arrangements for interviewing and appointing staff, including agreeing the level of governor involvement (setting criteria, shortlisting, part of interview panel) for different categories of appointments. Ensure every member of staff has a Contract of Employment.	R
Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school's approved policies and procedures are followed by staff.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D
Confirm arrangements for HT appraisal, appointment of external advisor & HT appraisal governors (ensure at least one member of the appraisal panel has undertaken relevant training) for approval by the board.	R
Evaluate responses to the annual staff survey and identify areas where action may be needed to address any concerns raised.	D
Monitor that the school has issued Privacy Notices to staff and the Data Protection Officer (DPO) ensures that appropriate Data Protection requirements and safeguards are in place for personnel data.	D