

RAVENSMEAD PRIMARY SCHOOL

PERSONNEL AND CURRICULUM COMMITTEE

GENERAL RULES APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- **Associate Members** - membership of committees can include Associate Governors however such members are not entitled to vote.
- **Procedures**
 - A Chair and Vice-Chair must be elected. They must be Governors but cannot be employed at the school. The Chair has a casting vote, if required;
 - An agenda should be sent out giving 7 days notice of meetings. (Shorter notice is permitted in an emergency);
 - Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the committee once reviewed at an subsequent meeting;
 - Minutes and other reports should be published in the normal manner.
- **Powers** - the committees have delegated powers.
- **Decisions** - committee decisions, taken within their constitutional remit, have the status of decisions of the Governing Board. Minutes of committee meetings should be circulated as soon as they have been prepared to all Governors and will be discussed at the next term's meeting of the full Governing Board and a record made in the minutes of those meetings.
- **Quorum for Committee Meetings** - the quorum for any committee meeting and for any vote must be three Governors who are members of the committee.

GENERAL PROCEDURES APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- Any Governor may attend any committee meeting (excluding the Discipline and Appeals Committees), though not able to vote unless a member of that committee.
- The Chair of Governors shall be an ex-officio member of any committee (excluding the Discipline and Appeals Committees) to which she/he is not otherwise appointed.
- The membership and terms of reference of every committee shall be reviewed annually.

- Each committee should be able to participate in the formulation of the School Improvement Plan.

DELEGATION OF POWERS APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

- To make decisions on all issues falling within its allocated responsibilities.
- To co-opt associate members to the committee, such members as it deems appropriate.
- To call on the school's senior managers for such guidance and support as is necessary in carrying out its responsibilities.
- Its decisions will be taken on behalf of the full Governing Board (i.e. the full Governing Board has no power to overturn such decisions).

ROLE OF COMMITTEE CHAIR APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

The Committee Chair will be responsible for ensuring that:

- the committee discharges all its responsibilities set out in its remit;
- the committee works closely with the school's senior managers.

ROLE OF CLERK APPLIABLE TO PERSONNEL AND CURRICULUM, FINANCE AND PREMISES COMMITTEES

The Committee Clerk will be responsible for ensuring that:

- convening meetings of the committee and issuing the agenda;
- taking minutes of meetings;
- ensuring that the minutes are presented at the next full Governing Board meeting.

PERSONNEL AND CURRICULUM COMMITTEE TERMS OF REFERENCE

PERSONNEL

- To ensure that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements.
- To receive reports on staff absence on behalf of the Governing Board.
- To ensure that the staff handbook is kept under review and is accessible by all school staff.
- To review the individual salary range of the school annually.
- Establish disciplinary and capability procedures if the LA's policy is not adopted.
- Formulate and review the school's staffing structure annually.

- Review and develop staffing policies, e.g. procedures for selection and appointment of staff, professional development, equal opportunities policies.
- Agree membership and procedures for staff appointments' panels.
- Monitor the school's procedures for staff development.
- Monitor the school's support for NQT's.
- Submit annually to the Finance Committee costing for proposed staffing levels.
- Review the school's Teacher Appraisal Policy and Performance Management Policy for Support Staff in Schools annually and make appropriate recommendations to the Governing Board. Ensure statutory requirements are met.
- Determine and ensure the aims of the Whole School Pay Policy are met.
- Review the Whole School Pay Policy annually to take account of local and national developments and make appropriate recommendations to the Governing Body.
- Establish the criteria and procedures for determining all discretionary elements of the salary policy.
- Take decisions regarding the pay of the Deputy and Assistant Head Teacher, Classroom Teachers and Support Staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher.
- Take decisions regarding the pay of the Headteacher following consideration of the recommendations of the Governors responsible for the Headteacher's performance review.
- Responsible for submitting reports of the decisions in the previous 2 bullet points to the Governing Board.
- Ensure that the Headteacher is informed of the outcome of the decision of the Personnel and Curriculum Committee and of the right of appeal.
- Review Personnel related policies.

CURRICULUM

- To provide advice, support and guidance to the Headteacher and Governing board on all matters relating to the school curriculum.
- To ensure that the curriculum in school meets statutory requirements.
- To monitor the impact of curriculum planning and policies on pupil progress, with particular reference to individual groups.
- Recommend to, or formulate on behalf of the Governing Board, all curriculum and assessment policies required by legislation.
- Monitor and review the school's curriculum and assessment provision and make recommendations where necessary.
- Ensure equality of opportunity for all pupils within the school's curriculum provision.
- Consider on behalf of the Governing Board any curriculum statements prepared by the LA and make necessary recommendations for action as appropriate.

- Prepare annually a submission to the Finance Committee for funding levels of curriculum resources e.g. capitation allowances.
- Agree the non-statutory pupil performance targets and monitor and review progress.
- Review procedures for dealing with parental complaints.
- Monitor and review school's SEN policy, taking into account legal requirements.
- Monitor the prohibition of political indoctrination, ensuring the balanced treatment of political issues.
- Make recommendations to the Governing Board re school's session times and dates of school term.
- Monitor and review the delivery of RE, collective worship and sex education, making recommendations to the Governing Board for its decision.
- Consider recommendations and decide which subjects ought to be taught.
- Ensure that National Curriculum assessment and examination results are reported annually to parents.
- Consider and develop policy and practice to ensure procedures are in place to strengthen links with the community and industry.
- Review Curriculum related policies.

Personnel and Curriculum Committee Terms of Reference – Approved By The Full Governing Board 06/10/16