

## **Governing Body People Committee Terms of Reference Version 5.1**

### **Membership:**

Any governor of East Barnet School; plus relevant members of the school Senior Leadership Team as non-voting members. Meetings will be once per term as a minimum and discussions and decisions will be reported to the Full Governing Body. It will relate to and consult with other Committees as necessary.

### **Disqualification:**

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

### **Aims:**

1. To promote the health and well-being of all staff and students.
2. To ensure the school manages its employees effectively and efficiently and within employment law.
3. To ensure the school delivers the best possible student welfare service and that the school's pastoral support strategy meets the welfare needs of all students.
4. To ensure the school has a reliable, accurate and informative system of communication, both internally and externally.

The Committee will work on behalf of the School Governing Body within these terms of reference with respect to the above aims:

1. Matters and issues relating to Personnel or Staff and Student Welfare may be referred to the People Committee by the Governing Body, by school staff (via the Deputy Headteacher) or by individual Governors.
2. The Committee will ensure the effective management of employees, teaching and learning throughout the school by:
  - a. working with the Headteacher and the Senior Leadership Team to secure and maintain quality teaching and support services through:
    - i. recruiting staff of the highest quality, with equality of opportunity for all;
    - ii. deploying and developing all staff effectively;
    - iii. ensuring that professional duties are fulfilled, as specified in the terms and conditions of service of teachers including those for the Headteacher;
  - b. discussing, reviewing and agreeing staffing as part of the School Development Plan and in accordance with teachers' Pay & Conditions agreement and non-teachers' requirements. A Governor, preferably a member of this Committee, should ideally be present on the interview panel for all teaching appointments above Head of Department (TLR2B) level and for non-teaching senior appointments such as Bursar. The interview panel to appoint staff working in schools should be convened with at least one member having undertaken a Safer Recruitment Course. The People Committee will be advised of appointments and promotions;
  - c. ensuring there are effective systems in place for the management of staff performance with appropriately tailored staff training and personal development;
  - d. ensuring that the salary of the Headteacher is reviewed annually by a panel comprising the Chair and/or Vice-Chair of Governors and members of this Committee and that the salaries of the Deputy Headteachers and Assistant Headteachers are reviewed annually by the Headteacher in line with the school's performance management requirements;
  - e. ensuring that appropriate measures are in place for managing issues relating to staff welfare and promoting staff well-being.
3. The Committee will ensure the school delivers the best possible student welfare service and that the school's pastoral support strategy meets the welfare needs of all students by:
  - a. liaising with the Headteacher, via a member of the Senior Leadership Team charged with responsibility for student welfare, on matters relating to the physical and mental well-being of students;

- b. ensuring that matters relating to student behaviour, the implementation of the 'Rewards and Sanctions Policy' and student discipline are managed effectively and with equality. For all permanent exclusions, at least one member of this Committee should be on the Governors' Discipline Committee;
  - c. reviewing and monitoring the student welfare support services such as counselling, pastoral care and the management of student sickness;
  - d. discussing, reviewing and agreeing student welfare as part of the School Development Plan;
  - e. ensuring the promotion of healthy lifestyles including healthy eating and consumption of water; and that there is appropriate education and information on health-related issues; reviewing and monitoring the school catering service with regard to nutritional standards and health and safety regulations and making recommendations to the Governing Body;
  - f. ensuring the effective use of Additional Educational Needs (AEN) resources, to maximise the benefit to students.
4. To monitor and review staffing and student welfare related policies and procedures, including their effectiveness, at regular and appropriate intervals. These include:
- a. Performance Management;
  - b. Staff Grievance and Discipline;
  - c. Staff Pay Policy (Part of Finance Policy);
  - d. 'Policy on School Journeys, Visits and Local Activities' in consultation with the school's 'Educational Visit Co-ordinator' and the 'Educational Visit Link Governor' at least every two years. (Reference should be made to the DFE document 'Health & Safety of Pupils on Educational Visits' and all other relevant legislation);
  - e. Student attendance at school;
  - f. School uniform;
  - g. The school 'Travel Plan';
  - h. Student Grievance and Disciplinary Procedure, ensuring adherence to school and Government guidelines concerning disciplinary measures and exclusions.
5. To monitor and review methods of communication with staff, students, parents, the Press and the wider community to ensure accuracy, appropriateness and reliability of information.
6. To monitor compliance with legal and statutory requirements for the publication of data and information pertaining to the school.
7. To ensure, as far as is practical, that Health & Safety issues are appropriately monitored and remedied.

The quorum for voting is 50% of the committee membership or 3 members, whichever is the greater.