

The Langley Academy Trust

Personnel Committee

Terms of Reference 2018/19

1. Membership

As agreed by resolution of the Trust from time to time and at least annually. Initially, this will include the HR Manager, the Headteacher and HR assistant from each academy along with the Executive Principal and Trustees/Governors.

2. Quorum

The committee will have a quorum not less than 2 Trustees or governors and the Executive Principal (or a Headteacher to deputise.)

3. Meetings

To meet at least once in each school term and further as required. A minimum of three meetings per academic year. To make available to the next following PC meeting draft or, if possible, approved minutes of meetings held since the previous PC meeting.

The committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person of any other matter that the committee considers confidential will not be made available for inspection.

In the absence of the chair, the committee shall choose an action chair of the at meeting among their number.

4. Minutes and Papers

Draft minutes will be distributed to committee members within seven days of the meeting by the Clerk to the Trust. Papers will be distributed 5-7 days in advance of the meetings.

Functions

- To ratify and monitor the Trust recruitment and retention strategy and improvement plan.
- To review reports received from the Personnel Committee ensuring that the Trust is meeting its statutory responsibilities for HR, including all personnel matters.
- To establish, recommend, oversee and monitor the operation of appropriate personnel policies and procedures and that these follow equalities legislation
- To approve performance management systems and associated pay increases for all staff employed within the Trust.
- To review school staffing in line with the Trust Improvement plan and each academy's improvement plans.
- To monitor the deployment of all personnel resources, with a view to advising the Trust board on its overall effectiveness and its value for money.
- To review the budget set for the continuing professional development programme, ensuring that the programme supports the trust ambition of being the employer of choice in the local area
- To ensure that there is a concern and plan for staff work/life balance, well-being and mental health support for staff.
- To develop and maintain a talent management and succession planning tool for trust employees

Pay Matters

The committee shall advise the Trust Board on the remuneration packages of the Executive Principal set against per-established performance goals and objectives.

The Committee shall receive a report from the Chair of the Trust on the performance of the Executive Principal.

The Committee shall receive a report from the Executive Principal on the performance of each Headteacher and their staff with a proposal for all pay increases with clear rationale.

The committee shall periodically review and approve any changes to the job description of the Executive Principal.

Review

To review these Terms of Reference annually and in the autumn term and all related policies, as necessary, and annually. Trust wide policies associated with this committee are as follows:

- Adoption
- Capability
- Complaints
- Dress Code
- Grievance
- Maternity
- Paternity
- Pay
- Performance Management
- Retention
- Transference (staff moving within the Trust)
- Safer Recruitment
- Staff Absence, Sickness and Cover
- Staff Discipline