



## Personnel and Welfare Committee: Terms of Reference

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<b>Next review:</b>	Autumn 2018
<b>Signed (Chair of Governors):</b>	
<b>Date of signature:</b>	16/10/2017
<b>Signed (Chair of P and W Committee):</b>	C.A. Whittard
<b>Date of signature:</b>	16/10/2017

# Personnel and Welfare Committee: Terms of Reference

## 1. Membership

The membership of the Personnel and Welfare Committee shall consist of the Headteacher and at least four governors appointed by the Full Governing Body (FGB), at least two of whom should be non-staff governors. The Personnel and Welfare Committee may make recommendations to the FGB for the co-option of additional members. The convenor is the Chair of the Personnel and Welfare Committee.

## 2. Quorum

- (a) The quorum shall be at least 50% of the members of the Personnel and Welfare Committee.
- (b) The committee shall not meet without the Headteacher being present or a substantive replacement, e.g. a member of the Christ Church Senior Leadership Team nominated by her/him.

## 3. Meetings

At least once prior to the FGB meeting and otherwise as required.

## 4. Responsibilities

### 4.1 **General**

Much of the work of the committee will be undertaken by governors working either on their own or in small groups on delegated tasks and then reporting back to the full Personnel and Welfare Committee.

Through gaining a detailed understanding of relevant issues, the Personnel and Welfare Committee will then report and make recommendations to the FGB.

The Personnel and Welfare Committee will:

- work in consultation with the Headteacher and School Business Manager to provide guidance to the Governing Body on all matters relating to health and safety, site security and personnel;
- monitor, evaluate and report on issues and needs relating to the safety and well-being of pupils and staff, the management and maintenance of the school's site and premises, and the school's relationship with the wider community;
- undertake a self-review for the year to assess whether School Development Plan (SDP) priorities have been achieved;
- liaise with the LA and the Diocese as appropriate;

- make recommendations to the Governing Body on committee membership, Terms of Reference, delegated powers and priorities for each new academic year as necessary.

## **4.2 Pupil welfare**

The Personnel and Welfare Committee will:

- ensure that the school is fully compliant with all statutory requirements for policy and practice, especially with regard to Safeguarding and Child Protection;
- monitor, evaluate and report on issues and needs relating to pastoral support for all children. This will include:
  - children in Nursery;
  - children in specialist learning areas, e.g. the Key Stage 2 “Learning Hub”;
  - children’s experience of peripatetic staff (e.g. music tutors);
  - children’s experience of support from PAT (Parents as Teachers) workers;
  - children’s experience of lunchtime supervisors and play leaders;
- monitor, evaluate and report on progress on pupil welfare-related aspects of:
  - the school’s SDP and Strategic Plan;
  - the school’s post-Ofsted Action Plan;
  - the school’s post-SIAMS Action Plan;
- receive data from the Headteacher regarding:
  - racist incidents;
  - pupil exclusions;
  - pupil attendance;
- monitor, evaluate and report on opportunities for children’s voices to be heard; for children to participate fully in the life of the school; for children to take on specific roles and responsibilities, e.g. as School Councillors and Worship Leaders.

## **4.3 Staff welfare**

The Personnel and Welfare Committee will:

- ensure that the school is fully compliant with all statutory requirements for personnel policy and practice, especially with regard to:
  - staff induction training and continuing professional development;
  - staff performance management appraisal;
  - staff conduct, discipline and grievance;
  - staff welfare, support and stress management;
- monitor, evaluate and report on issues and needs relating to pastoral support for all staff, governors and volunteers. This will include:
  - staff working in Nursery;
  - staff working in specialist learning areas, e.g. the Key Stage 2 “Learning Hub”;
  - peripatetic staff (e.g. music tutors);
  - PAT (Parents as Teachers) workers;
  - lunchtime supervisors and play leaders;
- monitor, evaluate and report on progress on personnel-related aspects of:
  - the school’s SDP and Strategic Plan;
  - the school’s post-Ofsted Action Plan;
  - the school’s post-SIAMS Action Plan;
- consult with the Headteacher on the involvement of governors in all non-teaching staff appointments, reporting to the FGB on any decisions made.

#### **4.4 Health and Safety, site security and premises maintenance**

The Personnel and Welfare Committee will:

- ensure that the school is fully compliant with all statutory requirements for Health and Safety policy and practice, especially with regard to risk management and security;
- monitor, evaluate and report on progress on Health and Safety, site security and premises maintenance aspects of:
  - the school's SDP and Strategic Plan;
  - the school's post-Ofsted Action Plan;
  - the school's post-SIAMS Action Plan;
- review the school's Accessibility Plan and ensure that a copy is sent to the LA;
- identify and begin a rolling annual programme to inspect buildings and grounds, producing regular reports of findings and implementing a three-year rolling programme for maintenance, repair and redecoration, and making recommendations to the FGB;
- consider renewal of premises-related contracts, having regard to Best Value principles and making recommendations to the Governing Body;
- consult with the Headteacher and make recommendations to the Finance Committee on premises-related expenditure for inclusion in the next year's budget;
- approve the costs and arrangements for maintenance, repair and redecoration, and refer spending above the agreed limit to the Finance Committee.

#### **4.5 The community**

The committee will support, monitor and report on issues related to:

- Christ Church parish church;
- the Key Centre for Children and the Community;
- the Christ Church C of E First School PTFA (Parents, Teachers and Friends Association);
- Friends of the Mount, Marston and Keyford (formerly the Mount Community Association).

#### **5. Policies**

With the Headteacher, review and amend policies relating to Safeguarding and Child Protection, Health and Safety, and personnel and welfare matters, recommending them for approval by meetings of the FGB. This will include the:

- Accessibility Plan
- Admissions Statement
- Allegation Management Policy
- Children with Medical Conditions Policy
- Equality Duty Policy (including Statement of Objectives)
- Health and Safety Policy
- Home–School Agreement – Not statutory
- Safeguarding and Child Protection Policy
- Safer School Recruitment Policy
- School Behaviour (Pupil Discipline) Policy (including Behaviour Principles).