

ST BARTHOLOMEW'S SCHOOL
GOVERNORS' PEOPLE AND PERFORMANCE COMMITTEE

TERMS OF REFERENCE

Summer 2016

To be reviewed annually at the Summer Meeting

Objectives

The objectives of the People and Performance Committee are:

- The establishment and continual development of a people strategy that ensures St Bartholomew's School has the human resources to deliver the School Development Plan now and in the future;
- The overview and / or implementation of policies and key tasks delegated by the Full Governing Body, in particular agreeing the Headteacher's objectives and appraising his/her performance against them.

Membership

Four governors, to include the Headteacher and the Vice-chair of Governors. The Vice-chair will chair this committee. The Chair of Governors will attend, but will not be a member. Members will be chosen on the basis of their skills and experience. In addition, independent advice will be provided by the attendance of the School Improvement Advisor, Finance Manager and / or Human Resources Manager, as appropriate.

Quorum

Two governors, in addition to the Headteacher.

Voting

Members of Committee, each having an equal vote.

Meetings

Meetings will be held at least once a term, in accordance with the Articles of Association and the Academies Financial Handbook.

Areas of Responsibility

- To set objectives for the Headteacher;
- To review the Headteacher's performance against objectives on a termly basis;
- To carry out the appraisal of the Headteacher; review and approve the appraisals for the Leadership Team;
- To ensure that there is a succession plan which enables the school to sustain effective Leadership Team and Finance Manager performance;
- Governor succession planning;
- Maintain an overview of recruitment and retention, including the remuneration packages on offer;
- Review the effectiveness of performance management and staff development;

- To initiate and share with the Full Governing Body procedures for the appointment of the Headteacher, Deputy Headteachers, Business Director and Finance Manager;
- Seek to minimise conflicts of interest where applicants for any role at St Bart’s are related to an existing Governor or senior member of staff, known as “Related Party Employment”.
- To review the performance, membership and development of the Governing Body in the context of ‘Key Characteristics of Effective Governing Bodies’ (‘School Governance - Learning from the Best’, Ofsted, 2011);
- To appoint and work with the School Improvement Advisor and other consultants as required;
- To achieve the aims of the whole school pay policy in a fair and equal manner;
- To observe all relevant statutory and regulatory requirements;
- To ensure all appropriate contractual obligations are met;
- To keep abreast of relevant developments and to advise the Governing Body when the school’s pay policy needs to be revised;
- To work with the Headteacher in ensuring that the Governing Body complies with Appraisal Regulations;
- To review and monitor the implementation of the following policies:
 - Capability
 - Sickness
 - Pay
 - Appraisal
 - Disciplinary
 - Probation
 - Relocation Statement
 - Anti-bribery
 - Grievance
 - Leave of Absence
 - Paternity
 - Redundancy
 - Shared Parental Leave
 - Sickness Absence

Related Party Employment

The P&P Committee has delegated responsibility from the Full Governing Body to agree to the appointment to St Bart’s staff anyone who is related to an existing Governor or senior member of staff. The P&P Committee need to ensure that the person considered the best candidate for the post meets the criteria for the role having followed the standard recruitment process and are successful at interview.

This will be ensured by a member of the P&P Committee sitting on the interview panel and reporting back to the P&P Committee. The P&P Committee, having considered the appointment, will then report to the FGB to seek final approval.

See Appendix 1 for details of the process.

Reporting

The committee shall report to the Co-ordinating Committee and the meeting of the Full Governing Body each term. Open Minutes will be distributed to all governors within the term and posted on the school website.

Review

The Terms of Reference will be reviewed as necessary and annually at the summer meeting.

Signed.....Date.....
 Chair

Appendix 1

Process to approve an appointment where the applicant is related to a Governor or Senior Member of Staff

The Full Governing Body (FGB) is required to approve the appointment of any member of staff who is related to an existing Governor or to a senior member of staff to avoid and manage possible conflicts of interest.

Should a potential conflict arise, a Governor will sit on the interview panel, report to the P&P and then onto the FGB.

Process

1. Human Resources to notify the Clerk to Governors (CtG) if an application is received from someone who has noted on their application that they are related to a Governor or senior member of staff, along with the proposed date of interview.
2. The CtG will contact P&P Governors and ask for a volunteer to sit on the interview panel, bearing in mind that anyone who has a possible conflict of interest should not take part. If there is no one available to take part, other Governors should be approached to be temporarily co-opted to the P&P Committee.
3. The CtG will also seek to convene a P&P Committee meeting in readiness to confirm the appointment should the applicant be successful. An FGB meeting should also be arranged. It should be noted that a standard quorum for each meeting will be required (two for P&P, half plus one for the FGB), ensuring that any governors who have an interest withdraw.
4. CtG to send the shortlisted applications to the P&P Committee.
5. The Governor who has agreed to take part in this process will sit on the Interview Panel and then report back to the P&P Committee and the FGB.
6. If the related applicant is successful, they should be “appointed subject to the usual employment checks and the approval of the Full Governing Body.”
7. It should be noted that St Bart’s Articles of Association allow for meetings to take place using telephone and video conferencing in order to ensure a quorum.