



## **Personnel Committee**

## **Terms of Reference**

## Terms of Reference

### Personnel Committee

#### 1. Constitution

- 1.1 The board of directors (the **Trustees**) of The Cornerstone Academy Trust hereby resolve to establish a committee of the Trustee Board to be known as the **Personnel Committee** (the **Committee**).

#### 2. Membership

- 2.1 The Committee shall have a minimum of three Committee members. The Committee members must be Trustees of the Trustee Board.
- 2.2 Details of the who sits on the Personnel Committee can be found on the Trustee Committee Structure chart located within the Trustees OneNote notebook.
- 2.3 The Chair (the **Chair**) of the Committee will be elected at the first Full Trustee Board meeting of the Academic year. The Committee will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.4 The Committee members will be elected at the first Full Trustee Board meeting of the Academic year.
- 2.5 The term of office for each Committee member shall be one year.
- 2.6 The Chair shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.7 Any Trustee of the full board may attend meetings of the Committee as an observer (an **Observer**).
- 2.8 The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues, this may include parents and members of academy staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

#### 3. Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in the **Schedule** shown below.

#### 4. Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities and this will typically be on a half termly basis. Where this is not possible it should meet at least once every term.

- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee will be three Committee members. No vote on any matter shall be taken at a meeting of the Committee unless three Committee members are present.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.
- 4.8 Observers may speak with the permission of the Chair but may not vote.

## 5. **Authority**

- 5.1 The Committee is authorised by the Trustees to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any person of the Trust and all persons shall be directed to cooperate with any request.

## 6. **Reporting**

- 6.1 Within 14 days of each meeting the Committee will wherever possible:
  - 6.1.1 produce draft minutes of its meetings which includes (i) decisions made, (ii) recommendations to the Trustee Board, (iii) items for the information of the Trustee Board and (iv) items for further discussion by the Trustee Board.
  - 6.1.2 Any matters discussed during the meetings which are sensitive in nature and relate to groups of or specific Trust employees will be minuted as 'Part B' and kept confidential (by way of password protecting the relevant files). These will only be available to members of the Finance and Premises Committee or broader Full Trustee Board and will only be shared outside of these groups with permission of the Chairs of each.
- 6.2 Draft minutes will be approved at the subsequent Committee meeting.
- 6.3 The Committee shall arrange for the production and delivery of other reports or updates as requested by the Trustee Board from time to time.

## Schedule

### Responsibilities of the Personnel Committee

#### Personnel

- 1 To receive reports and make recommendations to the Trustee Board on all aspects of matters relating to staff at the Academy.
- 2 To advise on the strategic planning of human resources.
- 3 To monitor the communication and consultation of policies and processes to staff and review feedback.
- 4 To advise on the means of achieving active participation by staff in policy development.
- 5 To advise and recommend revisions to those policies which affect staff, including but not limited to those which relate to recruitment, retention, record-keeping, induction, training, allegations against staff, equalities, discipline and grievance, professional conduct, professional development, charging and remissions, training, performance management, management of stress, trade unions, whistle-blowing and pay.
- 6 To ensure the legal requirements for NQT induction are complied with.
- 7 To hear, consider and make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with adopted procedures.
- 8 To carry out a review of the staffing establishment whenever there is a vacancy and at least once per year in relation to the staffing element of the Academy development plan.
- 9 To advise the Trustee Board on the appointment of the CEO / Executive Headteacher.
- 10 The Trustee Board delegate the appointment of supply staff and temporary staff appointed for one term, and non-teaching staff to the CEO / Executive Headteacher.
- 11 Non-teaching staff, appointed to support children with special needs, will be appointed in consultation with the Academy SENCO.