

WREN'S NEST PRIMARY SCHOOL

PERSONNEL COMMITTEE REMIT – May 2023

1. Membership will be a minimum of three governors nominated by the governing body.
2. The quorum shall be two thirds. The committee will meet at least termly.
3. The committee will oversee staffing policy to ensure effective use of human resources.
4. The committee will receive and review the Headteacher's reports on the implementation of Performance Management.
5. The committee will receive and review reports on the effectiveness of inset and staff development.
6. In conjunction with the Finance and Premises committee, the Personnel committee will oversee policy and procedures regarding salaries.
7. The committee will implement policy on recruitment, shortlisting and interviewing.
8. The committee will receive and review monitoring reports on staff attendance.
9. The committee will oversee policies and procedures relating to disciplinary codes, dismissal, early retirement, health and safety and equal opportunities.
10. The committee will report back to the full governing body on issues raised, actions taken and evaluations made.
11. The committee will receive and review Headteacher reports on the implementation of the workforce agreement.

Reviewed by the FGB May 2023