

## Governing Body Childwall Church of England Primary School

### Personnel & Performance

**Purpose:** To ensure Childwall Church of England Primary School has the appropriate level of high quality teaching and non-teaching staff to meet the educational and social needs of all the children at the school.

To ensure that the school has the policies in place to make the school a secure, stable and happy environment for children, staff and parents.

To ensure that the staff are developed professionally, given goals and remunerated based on their performance.

#### **Membership:**

1. Alastair Ramsay – Chair
2. Andrew Colmer
3. Wendy Mason – Headteacher
4. Karen McCaldon
5. Louise Davies

In attendance:

1. Kristy Owens – Clerk to the Governors

**Quorum:** Three governors.

**Meetings:** The committee will meet every term. Minutes of the committee's meetings will be shared with the Full Governing Body and made available to the public upon request. In the absence of the Chair, a temporary Chair will be appointed at the meeting as necessary.

**Policies and compliance:** The committee will review and ratify the following policies:

- HR22 – Adoption Leave – Teaching Staff – 3 yearly in the Autumn Term
- HR23 – Adoption Leave – Support Staff – 3 yearly in the Autumn Term
- HR1 – Appraising Teacher Performance Policy – 2 yearly in the Summer Term
- HR20 – Appraisal Guidance (Support Staff) – 2 yearly in the Summer Term
- HR2 – Attendance Policy & Procedures – 2 yearly in the Spring Term
- HR3 – Capability & Performance Procedures (Teachers) – 2 yearly in Summer Term
- HR4 – Capability (Performance) Policy (Support Staff) – 2 yearly in Summer Term
- HR5 – Code of Conduct – Annually in Spring Term
- HR15 – Consultation Protocol – 3 yearly in Autumn Term
- HR6 – Dignity at Work Policy & Procedures – 3 yearly in Spring Term
- HR7 – Disciplinary Policy & Procedures – 2 yearly in Spring Term
- HR8 – Flexible Working Policy & Procedures – 2 yearly in Spring Term
- HR9 – Gifts & Hospitality – 2 yearly in Spring Term
- HR10 – Grievance Policy & Procedures – 2 yearly in Spring Term
- HR11 – Induction Policy – 2 yearly in Spring Term
- HR12 – Leave of Absence Guidance Notes – 3 yearly in Autumn Term
- HR24 – Maternity Leave – Support Staff – 3 yearly in Spring Term
- HR25 – Maternity Leave – Teaching Staff – 3 yearly in Spring Term
- HR26 – Paternity Leave – Support Staff – 3 yearly in Spring Term

- HR27 – Paternity Leave – Teaching Staff – 3 yearly in Spring Term
- HR13 – Pay and Reward Policy – Annually in the Spring Term
- SC3 – Safer Recruitment Policy – 2 yearly in the Autumn Term
- HR15 – Shared Parental Leave Policy – 3 yearly in the Spring Term
- HR21 – Staff Well-Being & Work Life Balance Policy – 2 yearly in Autumn Term
- HR28 – Staffing Review Policy & Procedures – 2 yearly in Autumn Term
- HR16 – Stress Management Policy – 2 yearly in the Autumn Term
- HR29 – Suspension Protocol – 3 yearly in Spring Term
- HR17 – Use of Social Media Policy & Procedures – 2 yearly in the Summer Term
- HR18 – Use of Mobile Telephones – 3 yearly in the Spring Term
- VOL1 – Volunteer Policy – 3 yearly in the Summer Term
- HR19 – Whistle Blowing Policy & Procedures – 2 yearly in the Spring Term

**Monitoring:** The committee will be responsible for:

- Ensuring that all procedures relating to the recruitment, selection and appointment of all staff in school meet statutory and safeguarding requirements
- Receiving reports on staff absence on behalf of the Governing Body
- Reviewing the individual salary range of the school annually
- Formulating and reviewing the school's staffing structure annually
- Reviewing and developing staffing policies, e.g. procedures for selection and appointment of staff, professional development, equal opportunities policies
- Agreeing membership and procedures for staff appointments' panels
- Monitoring the school's procedures for staff development
- Monitoring the school's support for ECTs
- Submitting annually to the Finance Committee costing for proposed staffing levels
- Reviewing the school's Teacher Appraisal Policy and Performance Management Policy for Support Staff in Schools annually and make appropriate recommendations to the Governing Body. Ensure statutory requirements are met
- Determining and ensuring the aims of the Whole School Pay Policy are met
- Review the Whole School Pay Policy annually to take account of local and national developments and make appropriate recommendations to the Governing Body
- Establishing the criteria and procedures for determining all discretionary elements of the salary policy
- Taking decisions regarding the pay of the Deputy Headteacher, Classroom Teachers and Support Staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- Taking decisions regarding the pay of the Headteacher following consideration of the recommendations of the Governors responsible for the Headteacher's performance review
- Submitting reports of the decisions in the previous 2 bullet points to the Governing Body
- Reviewing Personnel related policies

**Approved by the Governing Body: 2<sup>nd</sup> December 2021**

**Adopted by the Premises Committee: 14<sup>th</sup> October 2021**

**Next review date: Autumn Term 2022**