



**The Fields Children's Centre  
Personnel Committee  
Terms of Reference and Standing Orders 2019/2020**

**1. Membership**

**The following full Governors are members:** Rikke Waldau (Head of Centre), Florence Blagden, Rebecca Wylie, Simon Sykes and Rebecca Mack.

**The clerk is:** Florence Blagden

**The following are Associate members:** None

Associate members can vote.

**2. Quorum**

The quorum is 3 Full Governors.

**3. Meetings**

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any committee but they may not vote. The committee will meet at least quarterly.

**4. Chairmanship**

The committee will be chaired by Rikke Waldau (2019/20)

The chair of the committee will be decided at the first meeting each year of the committee. If the Chair is absent from a meeting, a Governor may be elected to take the chair.

**5. Partnership with the Head of Centre**

In carrying out its functions the committee will receive information and advice from the Head of Centre and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head of Centre is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a Governor).

**6. Standing Orders**

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

## 7. Terms of Reference

**The Committee has delegated powers to carry out the following specific tasks:**

- To develop, review and oversee implementation of the Governing Body's Personnel policies (with reference to Local Authority policies and guidance).
- To appoint teachers in the leadership group (as defined by Governors).
- To support the Head of Centre in appointing other teachers/personnel.
- To agree disciplinary/capability procedures under the support and guidance by EPMNB: *Will usually be based on Local Authority models agreed with unions.*
- Dismissal of Head of Centre (GB must act through Dismissal Committee).
- Agree and monitor a training strategy for Centre staff and Governors.
- To consider and report on issues related to staffing
- To advice and support the governing body in relation to staff structure and change management

**In addition the Committee will:**

1. Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
2. Contribute to Governing Body and school self-review with particular reference to OFSTED Self Evaluation Forms (SEF)
3. Plan, monitor and evaluate appropriate sections of the Centre Improvement Plan (CIP).
4. Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.
5. Ensure its members have access to the most recent training and guidance on safeguarding children, including safer recruitment.

**Agreed by the full Governing Body on: 10<sup>th</sup> September 2019**

**Signed:**

(Chair of Governors)