

Oldfield School Governor Role Specification

Governor Role	Chair of Personnel Committee	Name of Governor: Sally Basson
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In addition to the responsibilities outlined in the general role specification for lay governors, the Chair of the Personnel Committee will undertake the following duties:

1.	To understand the Terms of Reference (TOR) of the Personnel Committee and the full scope of its remit as a Converter Academy, understanding the additional freedoms an Academy has under the Academies Act 2010, while ensuring compliance with the Funding Agreement, Articles of Association, and employment law
2.	The Chair of the Personnel Committee will lead the remaining Committee members in ensuring that the Academy meets its statutory obligations under the Academy's Funding Agreement and Articles of Association in accordance with the Committee TOR
3.	To revise the TOR to ensure that it remains compliant with the Funding Agreement and possible significant statutory changes, and to ensure that all alterations are reported to and approved by the Full Governing Body (FGB)
3.	To Chair each meeting (or ensure that another governor is able to deputise in case of sickness or absence)
4.	To ensure significant issues are reported to other governor committees as appropriate, including reporting a summary of Personnel Committee business to each meeting of the FGB.
5.	To lead the Personnel Committee in reviewing and evaluating all procedures and policies relating to Personnel matters, including (but not exclusively) the Whistleblowing policy, Anti-Bullying (Staff) Policy, Grievance and Disciplinary (Staff) Policy to ensure that they are fit for purpose and properly meet the Governing Body's duty of care to all staff, including equalities
6.	Ensure that training is current and refreshed where necessary (detailed at Annex A). The Chair should take a lead in keeping abreast of changes in statute including legal implications for the Academy and Governing Body
7.	To lead the other committee members in evaluating staff career development (CPD), performance management, and feedback from staff, holding the Head Teacher fully to account by constructive challenge where appropriate
8.	Lead periodic staff attitude surveys and report trends and findings to the FGB.
9.	Ensure that each meeting is properly minuted and that the minutes are a true and accurate record of the matters discussed signing a declaration to this effect.
10.	For the duration of the imposition of the Interim Academy Board (currently until August 2015), the Chair Personnel will also be a member of this board and shall be responsible for ensuring that initiatives agreed by the IAB in accordance with the School Action Plan, where they relate to Personnel matters, are properly implemented by the Personnel Committee
11.	Ensure that all departing members of staff are interviewed by a member of the Personnel Committee and any related trends and/or issues are reported to the FGB.
12.	Set the 12 month forward plan for Personnel Committee business by September each year.

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Annex A

Training for Role

Training Course	Provider	When	Where
Safer Recruitment	B&NES	As soon as possible	http://www.education.gov.uk/e-learning/login/index.php

Additional guidance can be obtained from the National Governors' Association (NGA) and National Leader of Governance (NLG). It is also recommended that Personnel governors read the *Times Educational Supplement (TES)*.

DECLARATION

I, [Name], confirm that I have read the above role specification and fully understand the role and responsibilities of Chair of the Personnel Committee and agree to undertake them in good faith and to the best of my ability.

Signed _____ Date _____