OAK GREEN SCHOOL
PERSONNEL / HR COMMITTEE
TERMS OF REFERENCE 2026-2027

No.	Subject Area	Action	Frequency	Report by:	Suggested Term Of Review
CONSTITUTION		**MEMBERSHIP** – appointed by the Governing Body. Associate Members may be appointed by the Governing Board as members of this committee as long as the majority of the committee members are governors. **QUORUM** – at least THREE members who are governors. **GOVERNANCE PROFESSIONAL** – cannot be the Headteacher. Not best practice to be a governor. **VOTING RIGHTS** – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if a governor. **CHAIR/VICE-CHAIR** – to be elected annually by the Committee / whole Governing Board. It is recommended that a member of staff should not chair this committee.			
1.	**Staffing Structure**	Ensure staffing meets school and curriculum requirements in liaison with the Full Board or Finance Committee.	Annual Review	Headteacher	Spring Term
2.	**Recruitment**	Ensure that Safer Recruitment practices are followed.	As required	Headteacher	
3.		Ensure compliance with DfE guidelines for Early Career Teachers, including: ● Review of Induction Policy		Headteacher	
4.		Support the recruitment of staff at the request of the Headteacher.		Committee	
5.	**Equal Opportunities**	Receive reports demonstrating equal opportunities have been considered e.g. disability, gender, and ethnicity.		Headteacher	

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6.	**Leave of Absence**	Receive a report of leave of absences approved by the Headteacher. Approve discretionary leave of absences in line with the policy previously agreed by the full Board.	As required	Committee / Chair of full Board	
7.	**Performance Management**	Annual report on appraisal process to include: ● Evaluation and outcome of appraisal process ● Review of objectives – ensure these are linked to the SDP and reflected appropriately in all staff objectives ● Review of progress of Early Career Teachers	Annual	Headteacher	Autumn
8.		Monitor mid-year position: CPD and development opportunities	Annual	Headteacher	Spring – mid-year position
9.	**Workload / Wellbeing / Flexible Working**	Ensure policies minimise impact on teacher workload / wellbeing. Monitor and support Headteacher's workload / wellbeing. Ensure there is a Flexible Working Policy in place and receive and determine applications for flexible working taking advice from HR provider.	Annual As required As required	Headteacher	
10.	**Retirement**	Receive and determine applications for retirement taking advice from HR provider.	As required	Headteacher	
11.	**Pay**	Determine the school group size using the current School Teacher's Pay and Conditions Document (STCPD)	When appropriate	Committee	On Headteacher recruitment
12.		Recommend the pay range for the Headteacher.	On Headteacher recruitment	Committee	On Headteacher recruitment
13.		Ensure pay ranges for the leadership group conform with the guidance in the STPCD.	On recruitment of Headteacher	Committee	On recruitment of Headteacher
14.		Monitor performance:	Mid-year	Headteacher	Spring Term

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		● Take account of the potential impact on pay and liaise with the Finance Committee or the full Board (if there is not a committee structure in place). ● Ensure appropriate support for staff is provided to enable them to achieve their objectives.			
15.	**Policies**	Monitor, review, and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule/ following alert	Headteacher / Committee	
16.		Ensure changes to policies from the LA are implemented.	Termly	Headteacher / Committee	
17.	**Review**	Contribute to a robust school self-evaluation process, to include governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	
18.	**Minutes**	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

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