

## **YAVNEH COLLEGE ACADEMY TRUST**

### **PERSONNEL COMMITTEE**

#### **TERMS OF REFERENCE**

The Personnel Committee will also be the Pay Committee.

The Personnel Committee will meet on a termly basis unless an additional meeting is required.

No staff or parent governors will sit on the Personnel Committee with the exception of the members of the Executive Leadership Team.

The responsibilities of the Personnel Committee are to:

- To review the staffing structure as necessary and, at least annually, in relation to each School's Improvement Plan
- To ensure that staff selection is undertaken in line with Safer Recruitment safeguarding procedures
- To undertake any formal consultations on personnel matters
- To review and recommend for adoption by the MAT Board, procedures for dealing with staff discipline and grievance and ensure that the staff are informed of them
- To review the quality assurance data recorded by each school on an annual basis
- To approve performance management related salary changes
- To approve the pay policy for the staff employed in each of the two schools
- To approve any restructuring of staff at each of Yavneh College and Yavneh Primary School
- To determine terms and conditions of service for staff (the MAT is the employer of all staff and is responsible for procedures and terms and conditions of service for all employees including the setting of appropriate rules for the conduct of staff, in each case as developed with each school. Changes to such policies and procedures will be effected only after consultation with the Local Governing Body, Executive Headteacher and staff groups where appropriate)
- To ensure compliance with the MAT's HR policies, including the process for local performance reviews for members of staff;
- To advise the Executive Headteacher and Primary Headteacher in the event that they consider that changes are required to staff terms and conditions (Local Governors may not make any amendments to terms and conditions without the Trustees' consent)

- To support the Executive Headteacher, Primary Headteacher and other staff as appropriate if redundancies are being considered and in consultation with senior staff, set criteria for redundancy, for approval by the MAT board
- To review and approve, in consultation with the Executive Headteacher and the Primary Headteacher, the policies and procedures assigned to the personnel committee. A full list can be obtained from the Business Manager.

Approved March 2025