

## The Curriculum and Personnel Committee

### 1. MEMBERSHIP

- 1.1 Six Governors
- 1.2 In Attendance  
The Headteacher or DHT  
Any member/s of the Senior Leadership Team (SLT) with responsibility for any items on Curriculum and Personnel agendas.  
Clerk to the Governors or person delegated to minute meeting
- 1.3 The Curriculum & Personnel Committee shall have the power to co-opt additional members.
- 1.4 A quorum of the Curriculum & Personnel Committee shall be three members.
- 1.5 The Committee will be chaired by a Governor, to be elected from those Governors on the Committee.

### 2. FUNCTIONS

#### CURRICULUM

'Personnel is defined as all members of the school community (pupils, staff, governors and parents/carers).

- Curriculum reviews and Proposals
  - Timetable and Staffing Implications
  - National Updates
  - Value for Money
  - Curriculum Pathways and Options
- Sex Education Policy
- Ensure that statutory requirements pertaining to sex education, RE and Collective Worship, and Special Needs policy (SEN) are met.
- To advise the Governing Body in the event of any formal complaints from parents who believe that the school is failing to carry out its curriculum duties.
- Adult Education Policy.
- School Self Evaluation (SEF)
  - Monitoring and evaluating the quality of teaching
  - Departmental SEFs

### **PERSONNEL/STAFF**

- Staffing Structure
- Staff Training – for all staff
- Recruitment and Selection of Staff – see attached appendix
- Pay and Conditions
- Performance Management
- Equal Opportunities
- Absence and Sickness
- Capability, Discipline and Grievance – see attached appendix
- Retirement and Redundancy – see attached appendix

### **PERSONNEL/PUPILS**

- Behaviour, attendance and exclusions
- Rewards and Sanctions
- Admissions and pupil numbers
- Uniform
- Safeguarding

## **3. HEADTEACHER/DHT FUNCTIONS**

- 3.1** The Headteacher/DHT will convene appropriate appointment panels (in consultation with the Chairman of the Curriculum and Personnel Committee where necessary) in accordance with the policy of the Governing Body
- 3.2** The Headteacher/DHT will be responsible for the day to day personnel management and the implementation of the committee's decisions

## **Appendix 1 - Staff Grievance**

### **Committees**

- The staff grievance committee will be drawn from the Curriculum and Personnel committee
- The grievance appeal committee will be drawn from the remainder of the governing body

The Headteacher/DHT will attend both the grievance committee and the appeal committee, in an advisory capacity only.

The committees will consist of at least three governors, excluding the Headteacher, and no governor will be common to both.

The grievance committee will not involve the chairperson of governors, who will chair the appeal committee.

## **Appendix 2 - Staff Disciplinary Committee**

The committee will consider any recommendations from the Headteacher to dismiss a member of staff and such other disciplinary matters as may be brought to their attention.

Committees:

- The staff disciplinary committee will be drawn from the Curriculum and Personnel committee
- The dismissal appeal committee will be drawn from the remainder of the governing body.

The Headteacher will attend both the disciplinary committee and the appeal committee, in an advisory capacity only.

The committees will consist of at least three governors, excluding the Headteacher, and no governor will be common to both.

The dismissal committee will not involve the chairperson of governors, who will chair the appeal committee.

The committees may be advised by the Director of Education or her/his representative.

## **Appendix 3 - Redundancy**

The Curriculum and Personnel Committee will review the staffing establishment annually at the time of budget delivery and, if necessary, notify the LA, the staff and their professional organisations of any potential redundancy.

In the event of a potential redundancy the Chair of Governors will withdraw from the committee. The remainder of the committee will follow LA guidelines in order to establish the criteria that will be applied to make staff redundant.

In the event of an appeal, a redundancy appeal committee will be formed from the remainder of the governing body.

*Revised by RMI in conjunction with Chair of Pupil Progress Committee and Chair of Curriculum & Personnel Committee – June 2017 and further revised January 2018*