



Oldfield School  
Personnel and Student Welfare (PSW) Committee  
Terms of Reference (TORs) & Key Performance Indicators (KPIs)

#### Membership

At least 6 governors, including a Staff governor and the Headteacher. A member of the Senior Leadership Team will usually be in attendance but will not be a member of the Committee nor be able to vote.

#### Chairmanship

The Chair will be elected by the Committee. The Chair may be any governor with the following exceptions: the Headteacher; any Staff governor; chairs of other non-statutory committees.

#### Clerk/Minutes

The Clerk to the Governing Body will take the minutes of each meeting. In the absence of the Clerk, a governor who is not the Headteacher or the Chair of the Committee will take the minutes.

#### Quorum

Three governors, two of whom must not be Staff governors.

#### Frequency of Meetings

At least three meetings per academic year.

#### Terms of Reference

- 1) To develop and maintain personnel policies\*. All proposed changes to statutory personnel policies will be presented to the Committee for approval.
- 2) To evaluate the effectiveness of training and appraisal, including aspects of the development plans and in service training for the following groups:  
Senior Leadership Team (SLT); Teachers; Support Staff; Governors.
- 3) To evaluate the Staff Attitude Survey, identify action if required and monitor action plan and to evaluate Staff Exit Surveys and identify action annually, or more frequently as required.
- 4) Safeguarding. To monitor and evaluate application of safeguarding policy and process and **have due regard** to the need to prevent people from being drawn into terrorism and to **oversee** the incorporation of the necessary procedures and practices outlined in the *Prevent* duty into the child protection policy.
- 5) Student Welfare. To monitor and evaluate issues that relate to pupil welfare. To agree enrichment/extra-curricular offer (all committees)
- 6) To receive reports and identify action on any human resources matters which the Committee may consider necessary or which may be referred to the PSW Committee by the Governing Body.
- 7) Health & Safety (H&S). To receive reports from the H&S Governor and identify action on any H&S matters which the Committee may consider necessary or which may be referred to the PSW Committee by the Governing Body.
- 8) Risk Management: To review and monitor the items delegated to the Curriculum Committee.

\*The following policies are delegated to the PSW Committee:

**PSW SCHEDULE OF POLICY REVIEW** (As at Feb 2018)

<b>Policies and other documents that Governing Bodies of maintained schools are required to have by law (DfE Guidance: February 2014)</b>	<b>Review Frequency (*if set by statute)</b>	<b>Last date of Review / Approval</b>	<b>Author</b>	<b>Responsible for approval</b>	<b>To be approved by (date)</b>
<b>Behaviour for Learning Policy</b>	2 years	Jul-16	AHT:TL	PSW	Jul-18
<b>Appraisal Policy</b>	Annual	Jul-17	HT	PSW	Jul-18
<b>Capability Policy</b>	2 years	Nov-17	HT	PSW	Nov-19
<b>Pay Policy</b>	Annual	Jul-17	HT	PSW	Jul-18
<b>Central record of recruitment and vetting checks</b> Live document covering staff currently employed	Live*		HT	PSW	
<b>Disciplinary (Staff) Policy</b>	2 years	Jan-18	HT	PSW	Jan-20
<b>Grievance Policy</b>	2 years	Apr-16	HT	PSW	Jun-18
<b>Single Equality Scheme/Policy</b>	3 years	Jan-17	HT	PSW	Jan-20
<b>Staff Conduct Policy</b>	2 years	Jun-17	HT	PSW	Jun-19
<b>Safeguarding Children &amp; Child Protection Policy</b>	Annual*	Sep-16	AHT:P	PSW	Jul-18
Additional Entitlement to Paid and Unpaid Leave Policy	2 years	Jun-17	HT	PSW	Jun-19
Adoption	2 years	Jun-17	HT	PSW	Jun-19
Annual Leave	2 years	Jun-17	HT	PSW	Jun-19
Bullying (Anti) & Harassment	2 years	Jan-18	HT	PSW	Jan-20
Capability (Support Staff)	2 years	Nov-17	HT	PSW	Nov-19
CPD ITT and Induction	2 years	May-17	AHT:TL	PSW	May-19
Fertility Treatment	2 years	Jun-17	HT	PSW	Jun-19
Flexible Working	2 years	Nov-17	HT	PSW	Nov-19
Gender Reassignment	2 years	Jul-17	HT	PSW	Jul-19
Maternity	2 years	Jun-17	HT	PSW	Jun-19
Paternity Leave	2 years	Jun-17	HT	PSW	Jun-19
Whistleblowing Policy	Annual	Jan-18	HT	PSW	Jan-19
Retirement	2 years	Sep-15	HT	PSW	Sep-18
Safer Recruitment	2 years	Dec-16	HT	PSW	Dec-18
Shared Parental Leave (Adoption)	2 years	Jun-17	HT	PSW	Jun-19
Shared Parental Leave (Birth)	2 years	Jun-17	HT	PSW	Jun-19
Staff Absence and Sick Pay	2 years	Jun-17	HT	PSW	Jun-19
Time Off for Dependants	2 years	Jun-17	HT	PSW	Jun-19
Time Off to Train	2 years	Jun-17	HT	PSW	Jun-19

**Pupil & Staff Welfare Committee  
KPIs**

	<b>What- Responsibility according to TORs</b>	<b>Evidence – What/When</b>	<b>Owner</b>	<b>RAG</b>
1.	To receive HT Report on progress against school KPIs linked to the committee: <b>a.</b> Whole-school target of 96% attendance <b>b.</b> Reduction in the number of exclusions (internal and external) <b>c.</b> Narrow the SEND gap <b>d.</b> Middle leadership is at least good or improving rapidly <b>e.</b> SLT (Senior Leadership Team) effectiveness is at least good <b>f.</b> All Safeguarding requirements are met to the highest standards. <b>g.</b> BET (Bath Education Trust) events take place and feedback is positive <b>h.</b> Student Leadership.	Each committee meeting	HT	
2.	To develop and maintain personnel policies.	In accordance with Oldfield’s Policy Review Timetable.	HT	
3.	To agree and monitor the structure and staffing level of the school. And to approve any significant changes to the overall staffing provision or the management structure proposed by the Headteacher.	PSW Committee Feb, Jun and Nov HT Report Annual	HT	
4.	<b>CPD Training:</b> To evaluate the effectiveness of training and appraisal including aspects of the development plans and in service training for the following groups: Senior Leadership Team (SLT); Teachers; Support Staff; Governors.	PSW Committee Feb, Jun and Nov (verbal) Jun - Attitude Survey Jul - Annual Report	AHT: Teaching and Learning	
5.	<b>Staff Attitudes</b> <b>A:</b> To evaluate the Staff Attitudes Survey, identify action if required and monitor action plan <b>B:</b> To evaluate Staff Exit Surveys and identify action annually, or more frequently as required.	SA questions confirmed Jan. School issue survey Mar, Evaluation Jun SE as required	HT	
6.	<b>Safeguarding:</b> To monitor and evaluate application of safeguarding policy and process	PC Committee Feb, Jun and Nov, Annual report	AHT: Pastoral	
7.	<b>Pupil Welfare:</b> To monitor and evaluate issues that relate to student welfare.	S and Welfare committee Feb, Jun and Nov	Governor Safeguarding lead	

	What- Responsibility according to TORs	Evidence – What/When	Owner	RAG
8.	<b>Appraisal:</b> A: To monitor the implementation of the School's Appraisal & Capability process and to review the results from the process. B: To monitor staff health and welfare and agree appropriate action.	Biannual Terms 3 and 6	HT	
9.	To ensure procedures are in place to maintain good industrial relations exist within the school	Annual Term 3	HT	
10.	<b>H&amp;S:</b> To receive reports and monitor agreed action.	Feb, Jun and Nov	Governor H&S lead	

APPROVED