



**Personnel and Student Welfare (PSW) Committee
Terms of Reference (TORs)
2018-2019**

Membership

At least 6 Governors (*Trustees/Directors) , 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. The minutes, unless designated confidential, will be distributed to the Committee and will be available to all members of the Governing Board.

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 Board.
- 7) Risk Management: To review and monitor the items delegated to the PSW Committee:
R04: Permanent/temporary loss of key and/or large numbers of staff; R05 – Grievance by staff;
R09- Safeguarding children; R10 – Safeguarding (issues involving staff); R13 – Industrial action.

***All Governors are also Directors and Trustees.**

****The following policies are delegated to the PSW Committee.**