



**Personnel and Student Welfare (PSW) Committee  
Terms of Reference (TORs) & Key Performance Indicators (KPIs)  
2019-2020**

**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.

**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 approve any significant changes to the overall staffing provision or the management structure proposed by the Headteacher which achieve savings or no extra spend to the Personnel budget. To recommend to the Finance and General Purposes Committee any significant changes to the overall staffing provision or the management structure proposed by the Headteacher which will result in extra spend to the Personnel budget.
- 3) 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.
- 4) 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.

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) Staff Welfare. To monitor and evaluate issues that relate to staff welfare.

- 7) 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.
- 8) Risk Management: To review and monitor the items delegated to the PSW Committee:

<b>Risk Number</b>	<b>Description of risk</b>	<b>Risk Category</b>	<b>Governance Link</b>
R04	<b>Permanent/temporary loss of key and/or large numbers of staff</b> There is a risk of operational/staff cover issues caused by the absence of key staff for an extended period resulting in a negative impact on the running of the School.	Outcomes	PSW
R05	<b>Grievance by staff</b> There is a risk of grievance being taken by staff against the school, the member of staff then goes off work with stress related sickness resulting in a potential claim at Employment Tribunal	Financial	PSW
R10	<b>Safeguarding Children</b> There is a risk that unauthorised people are on site without the school being aware.	Health & Safety and Safeguarding	PSW
R10	<b>Safeguarding Children</b> There is a risk that and unauthorised person who poses a risk to children could be on site without the school being aware	Health & Safety and Safeguarding	PSW
R11	<b>Safeguarding Children</b> There is a risk of a serious safeguarding issue involving a member of staff.	Health & Safety and Safeguarding	PSW
R12	<b>Health &amp; Safety</b> There is a risk that the School does not comply with its obligations under relevant Health & Safety legislation caused by lack of appropriately trained staff, policies & procedures, risk assessments resulting in death or injury to staff, students or visitors.	Health & Safety and Safeguarding	PSW
R13	<b>Terrorism</b> There is a risk that the School is subject to a terror related incident which results in the death or injury of staff and students.	Health & Safety and Safeguarding	PSW

**\*Review of the following policies are delegated to the PSW Committee:**

<b>Policies and other documents that Governing Bodies of maintained schools are required to have by law (DfE Guidance: February 2014)</b>
Behaviour for Learning Policy
Performance Management Policy
Capability Policy
Pay Policy ( <b>Annual – Term 6</b> )
Central record of recruitment and vetting checks <b>Live</b> document covering staff currently employed
Disciplinary Policy
Grievance Policy
Single Equality Scheme/Policy
Staff Conduct Policy
Safeguarding Children & Child Protection Policy

Absence & Leave: **Umbrella Policy**, which includes:

[Additional Entitlement to Paid and Unpaid Leave]

- Adoption
- Annual Leave
- Fertility Treatment
- Flexible Working
- Gender Reassignment
- Maternity
- Paternity Leave
- Shared Parental Leave (Adoption)
- Shared Parental Leave (Birth)
- Staff Absence and Sick Pay
- Time Off for Dependants
- Time Off to Train

Bullying & Harassment

Capability (Support Staff)

CPD ITT and Induction

Whistleblowing

Retirement

Safer Recruitment

Online Safety

Anti-Bullying

Probation (Staff)

APPROVED

**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>KPI:</b> Whole School target of 96% attendance achieved <b>KPI:</b> Narrow the gap regarding achievement of SEND and vulnerable students. <b>KPI:</b> Number of exclusions is reduced - both external and internal. Behaviour for learning across the school meets the Oldfield Standard <b>KPI:</b> All Safeguarding procedures are met to the highest standard <b>KPIs:</b> Middle leadership is judged as at least good (or is improving rapidly where not) in self evaluation <b>KPIs:</b> Student led initiatives are implemented	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 Safeguardin g lead	

	<b>What- Responsibility according to TORs</b>	<b>Evidence – What/When</b>	<b>Owner</b>	<b>RAG</b>
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 4	HT	
9.	To ensure procedures are in place to maintain good industrial relations exist within the school	Annual Term 3 and 4	HT	

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