



## **Personnel and Student Welfare (PSW) Committee Terms of Reference**

### **Membership**

- Up to 6 Governors\*, including:
  - the Safeguarding Governor;
  - a Staff governor; and
  - the Headteacher.

### **Associate Members<sup>†</sup>**

- Deputy Headteacher (Pastoral)
- Assistant Headteacher (Inclusion)
- Assistant Headteacher (Pastoral)
- Assistant Headteacher (Teaching and Learning)

### **Right of Attendance (non-voting)**

Chair of Governors

Vice-Chair of Governors

### **Chair**

The Chair of the Committee will be appointed by the Board, on recommendation from the Chair and Vice-Chair of Governors, working together.

In the event of the Chair of the Committee not being present, the Committee shall appoint, by means of a majority vote, one of the Committee to take the chair.

### **Clerk/Minutes**

The Clerk to the Governing Board will minute Committee meetings.

In the absence of the Clerk, a Governor, who is not the Chair of the Committee or the Headteacher, will take the minutes. The minutes, unless designated confidential, will be distributed to the Committee and will be available to all members of the Board and the Senior Leadership Team.

**Confidential minutes of the Committee will be shared with only members of the Board.**

### **Quorum**

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

### **Frequency of meetings**

At least three meetings per academic year.

### **Responsibilities**

1. To review the school policies delegated to Committee (as defined in the Policy Schedule), in accordance with the school's cycle of review.

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 Audit 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.
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.
5. To monitor and evaluate issues that relate to pupil welfare.
6. 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.
7. To monitor and evaluate issues that relate to staff welfare.
8. 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.
9. 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**  
**R10 - Safeguarding Children**  
**R11 - Safeguarding Children**  
**R12 - Health & Safety**  
**R13 – Terrorism**
10. To monitor the areas of the School Improvement Plan designated to the Committee.

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\* Governors are also Trustees and Directors of the School.

† “Associate Members” are expected to attend and contribute to the business of the Committee. Unlike members, however, they do not have voting rights.

**These ToR will be reviewed annually.**

**Last Review:** 10/12/2020      **Next Review:** December 2021