



Governing Body People Committee Terms of Reference

Version 5.4

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Reviewer:	S. Gates
Governor Link:	J. Ireton

PEOPLE COMMITTEE TERMS OF REFERENCE

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

A. Membership

Any governor of East Barnet School; plus, relevant members of the school Senior Leadership Team as non-voting members. Meetings will be once per term as a minimum and discussions and decisions will be reported to the Full Governing Body. It will relate to and consult with other Committees, as necessary.

B. Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school, these matters are dealt with by the Pay Committee.

C. Aims

1. To promote the health, well-being of all staff and students including all aspects of safeguarding and diversity.
2. To ensure the school manages its employees effectively and efficiently and within employment law.
3. To ensure the school delivers the best possible student welfare service and that the school's pastoral support strategy meets the welfare needs of all students.
4. To ensure the school has a reliable, accurate and informative system of communication, both internally and externally.

The Committee will work on behalf of the School Governing Body within these terms of reference with respect to the above aims:

1. Matters and issues relating to Personnel or Staff and Student Welfare may be referred to the People Committee by the Governing Body, by school staff (via the Deputy Headteacher) or by individual Governors.

2. The Committee will ensure the effective management of employees, teaching and learning throughout the school by:
 - a. working with the Headteacher and the Senior Leadership Team to secure and maintain quality teaching and support services through:
 - b. recruiting staff of the highest quality, with equality of opportunity for all; see Equal Opportunities Policy
 - c. deploying and developing all staff effectively
 - d. ensuring that professional duties are fulfilled, as specified in the terms and conditions of service of teachers including those for the Headteacher
 - e. Recruitment always considers Safeguarding recruitment rules, DBS checks undertaken etc.
 - f. discussing, reviewing, and agreeing staffing as part of the School Development Plan and in accordance with teachers' Pay & Conditions agreement and non-teachers' requirements. A Governor, preferably a member of this Committee, should ideally be present on the interview panel for all teaching appointments above Head of Department (TLR2b) level and for non-teaching senior appointments such as Business Manager. The interview panel to appoint staff working in schools should be convened with at least one member having a pass certificate for Safer Recruitment Course*. The People Committee will be advised of appointments and promotions.
 - g. ensuring there are effective systems in place for the management of staff performance with appropriately tailored staff training and personal development.
 - h. ensuring that the salary of the Headteacher is reviewed annually by a panel comprising the Chair and/or Vice-Chair of Governors and members of this Committee and that the salaries of the Deputy Headteachers and Assistant Headteachers are reviewed annually by the Headteacher in line with the school's performance management requirements.
 - i. ensuring that appropriate measures are in place for managing issues relating to staff welfare and promoting staff well-being.
3. The Committee will ensure the school delivers the best possible student welfare service and that the school's pastoral support strategy meets the welfare needs of all students by:

- a. consulting with the Headteacher, via a member of the Senior Leadership Team charged with responsibility for student welfare, on matters relating to the physical and mental well-being of students.
 - b. ensuring that matters relating to student behaviour, the implementation of the 'Rewards and Sanctions Policy' and student discipline are managed effectively and with equality. For all permanent exclusions, at least one member of this Committee should be on panel of Governors.
 - c. reviewing and monitoring the student welfare support services such as counselling, pastoral care and the management of student sickness.
 - d. discussing, reviewing and agreeing student welfare as part of the School Development Plan.
 - e. ensuring the promotion of healthy lifestyles including healthy eating and consumption of water; and that there is appropriate education and information on health-related issues; reviewing and monitoring the school catering service regarding nutritional standards and health and safety regulations and making recommendations to the Governing Body. In addition, working within the EFSA guidelines.
 - f. ensuring the effective use of Additional Educational Needs (AEN) resources, to maximise the benefit to students.
4. To monitor and review staffing and student welfare related policies and procedures, including their effectiveness, at regular and appropriate intervals. These include:
- a. Performance Management
 - b. Safer Recruitment
 - c. Education of Looked After Children
 - d. Staff Grievance and Discipline
 - e. Allegations of Abuse Against Staff
 - f. Maternity
 - g. Parental Leave
 - h. Pay when on parental leave
 - i. Diversity and Anti-Racism
 - j. Anti-Bullying and Harassment

- k. Staff Pay (Part of Finance Policy)
- l. Student attendance at school
- m. Attendance
- n. Child Protection
- o. School uniform
- p. Drugs
- q. E Safety
- r. Recruitment
- s. Medical Conditions
- t. Equality
- u. Student Grievance and Disciplinary Procedure, ensuring adherence to school and Government guidelines concerning disciplinary measures and exclusions.
- v. Behaviour and Exclusions
- w. Disability Equality Scheme & Accessibility
- x. Special Educational Needs
- y. School Journeys and visits
- z. Shared Parental Leave

To monitor and review methods of communication with staff, students, parents and the wider community to ensure accuracy, appropriateness and reliability of information.

The quorum for voting is 50% of the committee membership or three members, whichever is the greater.

To ensure, as far as is practical, that Safeguarding, Health & Safety, GDPR and Data Protection issues are appropriately monitored and appropriate actions taken as required.

All members of the SLT, members of the Committee and all Governors have undertaken Safeguarding training, and this is refreshed annually and logged at the school.