

## Sponne School Students & Personnel Committee

**Terms of reference:**

- To have two representatives on the panel for Headteacher appointments for the academy
- To appoint SLT members within the academy and report to the Trust
- To appoint members of staff to the academy
- To review and comply with trust-wide central policies
- To review performance management procedures and report to the Trust
- To report any required changes in respect of staff terms and conditions to the Trust
- To review the Headteacher's decision regarding dismissals
- To participate and consult with the Trust on determination and allocation of central services, to feedback on effectiveness of services provided
- To review the redundancy criteria in consultation with staff in consultation with the Trust
- To review the effectiveness of the GUTP
- School Trips/evaluation of Risk Assessment
- To review annually and recommend for adoption a policy or procedure for all other personnel and student issues specifically:
  - Admissions
  - Child protection
  - Anti-bullying
  - Looked after Children
  - Attendance
  - Behaviour
  - Positive Handling
  - School Uniform
  - Safer care code of conduct

**Membership** – not less than 4 members of the Governing Body

**Disqualification** – Member of staff employed by the school other than the Headteacher

**In Attendance** – Emma Harris

<b>These terms of reference reviewed and agreed by the Students &amp; Personnel Committee</b>	17/09/2018
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Name of Governor	Date Appointed to the Committee
Jo Chitty	01/09/15
Chris Kent	01/09/16
Iain Massey (in absence of Executive Headteacher)	22/09/14
Jamie Clarke	28/11/05
Patricia Brearley	05/09/05
Karyn Noy	16/10/15

<b>Chair of the Committee</b>	Karyn Noy
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<b>Clerk to the Committee</b>	Lisa Gordon
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<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
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<b>Date Committee established</b>	01/09/04
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<b>Date of next review:</b>	Sept 2019
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