

RAVENSDALE JUNIOR SCHOOL

POLICIES & PERSONNEL COMMITTEE REMITS
2016 - 2017

Remit (tasks)	Delegated to:
1. To determine the staff complement	
2. To determine staffing structure including succession planning	
3. Monitor and support the wellbeing of Headteacher, staff and pupils	
4. To conduct the annual appraisal of the head teacher (performance management) with the assistance of appointed school improvement partner	Performance Management Committee
5. To be aware of the recommendations of the performance management governors in relation to the head teacher's pay	GB/Finance/ Personnel Committee/
6. To suspend and end suspension of the head teacher	Chair/Personnel
7. To suspend and end suspension of other staff	Headteacher and Personnel
8. Staff recruitment and staff dismissal	
9. To develop and systematically review policies relating to staffing/pupil/ curriculum matters and to make recommendations for adoption/amendment of these to the full governing body eg disciplinary/capability procedures/absence management and behaviour policy	
10. To monitor and review annually the Performance Management Policy	
11. To hear appeals made by staff in relation to the above	Appeals Committee
12. To recommend severance payments/early retirement to be ratified by Finance	
13. To approve/amend all stipulated policies	
14. To carry out an annual review of the safeguarding, child protection and SEN policy.	
15. Monitor the implementation of curriculum policies	Headteacher

Signed

Chair of Committee

Dated