

# Terms of Reference for the Personnel Lead West Hill Primary School

Agreed at meeting of full Governing Board: 29<sup>th</sup> September 2021

Date of review: Autumn 2022

## The Governing Board's responsibilities for resources:

The Governing Board has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Board recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The lead governor has delegated responsibility from the Governing Board to fulfil the responsibilities of the Governing Board as specifically itemised below. The lead governor will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

### Best Value

Where possible and reasonable the Governing Board will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

### Decision or Recommendation

**D**= decision to be taken by the lead governor and reported to the full GB in the minutes

**R**= the lead governor to bring recommendation to a meeting of the full GB for a decision

<b>Personnel</b>	
<b>Lead governor: James Downey</b>	
<b>Policies that are delegated to this governor:</b>	
<b>Capability Policy (Statutory)</b>	
<b>Disciplinary Policy (Statutory)</b>	
<b>Whistleblowing Policy (Statutory)</b>	
<b>Central record of recruitment</b>	
<b>Contract of Employment for each member of staff</b>	
<b>Teacher's Appraisal Policy (Statutory)</b>	
In consultation with the Headteacher, and giving consideration to the School Improvement/Development Plan, to review the staffing structure annually and whenever a vacancy occurs	D
*To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these	D

*To approve the Performance Management/Teacher Appraisal Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D