

HADFIELD NURSERY SCHOOL

RESOURCE MANAGEMENT COMMITTEE - PERSONNEL

Composition

A minimum of three members of the Governing Body, plus the Headteacher.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for the meeting of the committee shall not be less than three members of the Governing Body.

Terms of Reference – *In line with LA Guidelines – please refer to your Personnel Handbook*

1. **Consultation** – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters.
2. **Discipline/Grievance** – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
3. **Redundancy** – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body. To review the Redundancy Policy.
4. **Staffing Structure** – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs. To provide for the leadership, management and delivery of the school's functions and strategic plans.
5. This committee will also have responsibility for the following:
 - i) Procedure for Absence Management and Monitoring
 - ii) Procedure for Harassment and Bullying
 - iii) Procedure for Competence
 - iv) Recruitment and Retention Policy

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

Governor Support Services



The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the non-employee Chair of the committee and the Clerk shall be determined by the full Governing Body and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.