

**TERMS OF REFERENCE FOR THE**  
**PUPIL AND STAFFING WELFARE AND PERSONNEL COMMITTEE**  
**OF DEAN VALLEY C P SCHOOL GOVERNING BODY**

**CONSTITUTION:**

The Membership of the Committee will be as per the agreed membership published in the minutes of the Autumn Term formal meeting of the Governing Body.

A quorum will be at least three Governors.

The Chair of the Committee will be elected by a quorum of the Committee members.

Associate members do not have voting rights.

The Headteacher cannot chair or clerk a committee.

**Pupil Welfare**

**Mandatory Functions of the Governing Body delegated to this committee**

Planning, implementation and review of the following:

- Behaviour policy
- Exclusion policy (exclusion for a maximum of 45 days per year of a pupil; confirmation of all permanent and fixed-term exclusions for more than 5 days (or resulting in lost opportunity to sit public examinations); reinstatement of excluded pupils)
- Child Protection, including Anti-bullying and Looked after Children
- Attendance
- Sex and Relationships Policy

**Staffing and personnel**

**1. Mandatory Functions of the Governing Body delegated to this committee**

- The process of appointment of Head and Deputy Head via a selection panel, open to all governors to attend, for ratification by the full Governing Body.
- Undertake the performance management for the Head
- To review the Pay and Conditions of the Head and Deputy Head annually
- Dismissal of Head and Deputy Head via dismissal committee
- Planning, implementation and review of discipline policy
- Suspension of Head and raising suspension

**2. The following Optional Functions of the Governing Body are currently delegated to the Head**

- Appointment of teaching and non-teaching staff via selection panel
- Dismissal of teaching and non-teaching staff
- Suspending staff and raising suspension

Dean Valley Community Primary School

- Planning, implementation and review of performance management, disciplinary procedures, pay, severance pay and early retirement policies
- Determination of staff compliment

**Committee Procedures**

The committee will function in accordance with procedures defined in the Establishing committees section of the Dean Valley Community School Governing Body – Roles and Responsibilities document.

**The composition and terms of reference will be reviewed annually in the Autumn Term.**

**These terms of reference were approved by the full Governing Body at the meeting held on 6<sup>th</sup> March 2008.**

Signed: \_\_\_\_\_ David Picken, Committee Chair.