



WORTHINGTON PRIMARY SCHOOL GOVERNING BODY REMIT FOR PERSONNEL AND PUPIL WELFARE AND PUPIL WELFARE COMMITTEE 2025 - 2026

These terms of reference went before the full governing body meeting of 25th November 2025 for approval.

1) Membership:

The membership of the committee will be at least three governors.
The Headteacher has the right to attend all meetings of the Personnel and Pupil Welfare Committee.

The membership for the academic year 2025/2026 shall be as follows:

Mr. I. Robbins, Mrs. C. Smith, Mrs C Best, Mrs. L Sanders, Mr C Hargreaves

In establishing this committee, the Governing Body should have regard to the availability of its members during the day and/or term time for the recruitment and selection of staff.

The committee will elect from their number a chair and vice-chair at the first meeting of each academic year.

Voting rights have been assigned to an Associate Governor on this committee.

2) Quorum:

The quorum shall be three members of the committee.

3) Meetings:

Meetings will be held during term time as required to carry out the functions of the committee. The Head when convening a meeting other than in such cases when more urgent timescales may be necessary will give one week's notice of the agenda.

4) Functions of the Personnel and Pupil Welfare Committee:

The aims of the committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and our school.

Decisions taken by the committee must:

- Be consistent with and seek to achieve the priorities identified within the School Improvement Plan;
- Accord with the Governing Body's Equal Opportunities Policy and Equal Opportunities Legislation;
- Have regard to any budgetary constraints.

Pupil welfare remains a priority and at the heart of decision making. The committee will be informed of how pupil welfare is supported pastorally, academically and how staff receive appropriate training to deliver support and the curriculum.

- i. The committee will have delegated powers for the recruitment and selection of staff, other than the appointment of the Headteacher and a deputy Headteacher, and are required to follow the procedures in the attached Appendix. A selection panel chosen by the full Governing Body must carry out the recruitment and selection of the Headteacher or a deputy Headteacher and the full Governing Body must approve the candidate recommended for appointment by that selection panel.

It is expected that all interviewers have within the last three years attended the appropriate governor training involved in recruitment, selection and interview techniques.

Wherever possible, it is seen as appropriate that a parent governor shall not be involved in the appointment of a teacher who will be teaching their child in the academic year that the teacher is appointed.

Below is a grid, which sets out to explain the make-up of selection panels for appointment within school:

Appointment	Governors	Headteacher	Local Authority
Headteacher	Full	Not Involved	Yes
Deputy Headteacher	Full	Yes	Yes
Class Teacher	From Committee	Yes	*
NNEB	From Committee	Yes	*
Classroom Assistant	From Committee	Yes	*
Secretarial Staff	From Committee	Yes	*
Caretaker	From Committee	Yes	*
Supply Staff–short term	Not Involved	Yes	Not Involved
Supply Staff–long term	From Committee	Yes	*

* At any stage, a Local Authority representative may be called upon for advice and/or assistance in the function of recruitment and selection.

- ii. The Personnel and Pupil Welfare Committee will be responsible for drafting the Governing Body's Discipline and Grievance Procedures and for their subsequent implementation and review. No fewer than three members of the Personnel and Pupil Welfare Committee shall also act as the first committee in carrying out the Governing Body disciplinary and grievance procedure. A second or appeal committee whose membership must be different from and at least equal in number to that of the first committee should hear any subsequent appeal within either of these procedures – i.e. no member of the first committee may serve on the second committee.
- iii. The Personnel and Pupil Welfare Committee should also consider any requests for leave of absence, which are in excess of the days, which the Headteacher is authorised to approve.
- iv. The Personnel and Pupil Welfare Committee will receive an annual report from the Headteacher on the implementation of the Performance Management System.
- v. Should it be necessary for the Governing Body to consider the reduction of the staffing establishment at the school, by whatever means, the Personnel and Pupil Welfare Committee will carry out any initial investigation with the Headteacher and submit their recommendations to the Governing Body for consideration. The Personnel and Pupil Welfare Committee will subsequently have delegated powers to carry out the necessary consultations with the Local Authority and the recognised Trade Unions on behalf of the Governing Body, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.
- vi. Any decisions made or action taken by the Personnel and Pupil Welfare Committee shall be minuted and reported to the next meeting of the Governing Body

