



VALE OF EVESHAM SCHOOL CURRICULUM & PERSONNEL COMMITTEE TERMS OF REFERENCE

CURRICULUM

- To consider and advise the Governing Body on standards and other matters relating to the school's curriculum, including statutory requirements and the school's Curriculum Policy.
- To consider curricular issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the Governing Body.
- To make arrangements for the Governing Body to be represented at School Improvement discussions with LA and for reports to be received by the Governing Body.
- To oversee arrangements for individual governors to take a leading role in specific areas of provision, eg SEN, Literacy, Numeracy.
- To receive regular reports from the above and advise the Governing Body.
- To report to the Executive Leadership Team
- To oversee arrangements for educational visits.

PERSONNEL

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
 - To adopt the Trust Pay Policy for all categories of staff and to be responsible for its administration and review.
 - To oversee the appointment procedure for all staff with appropriate delegation to the Headteacher.
 - To adopt the Trust Performance Management Policy for all staff.
 - To receive a written report from the Headteacher on the impact of Performance Management and the needs for staff training and development. To make recommendations to appropriate committees and the Governing Body.
 - To oversee the process leading to staff reductions.
 - To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
 - To make recommendations on personnel related expenditure to the Finance Committee.
 - To delegate responsibility regarding staff dismissal to the Headteacher and Executive Principal in line with policy and guidance on delegation of authority to dismiss.
 - To consider any appeal against a decision on pay grading or pay awards.
 - To report to the Trust Board's Audit & Risk Committee.
- ** **The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training.**

These terms of reference agreed by the Curriculum & Personnel Committee on 20/11/2017

Name of Governor/Associate Member	G/AM	Date appointed to Committee
Mr Stephen Garside	G	Headteacher
Mrs Caroline Montgomery	G	14/07/2015
Mrs Jan Simms	G	21/11/2016
Mr Daniel Thombs	G	17/02/2017
Miss Laura Wainwright	G	22/10/2016
Mrs Liz Hayward	G	Executive Principal
Mrs Nicky Sentance	AM	22/10/2015

Chairman of Committee:	Mrs Jan Simms
Vice Chairman of Committee:	Miss Laura Wainwright
Clerk to the Committee:	Mrs Becky Harris

Quorum:	4 (Committee can determine higher)
Date Committee Established:	11/11/2013
Date Committee Reviewed:	20/11/2017