

# **THE SIXTH FORM COLLEGE, COLCHESTER**

## **PERSONNEL COMMITTEE**

### **Terms of Reference**

#### Administration

1. The membership will consist of:  
Chair of Governors (Ex Officio)  
Vice Chair of Governors (Ex Officio)  
The College Principal  
At least three other Governors
2. Quorum - at least three Governors should be present.
3. The Chairperson is to be elected for a period of two years. In the absence of the Chair, the Chair or Vice-Chair of the Governing Body will Chair the meeting.
4. The Committee will meet a minimum of twice a year. A schedule of meetings is produced and presented to the Governing Body at the beginning of the academic year. The Chair of the Committee or a Committee Quorum i.e. 40% of the Committee Membership in consultation with the Clerk and other members of the Committee can call a further meeting(s) or reschedule a meeting if this becomes necessary.
5. The Committee shall be clerked by the Clerk to the Governors.
6. Any Governor may attend a committee meeting. The Committee may invite other representatives to attend meetings for particular agenda items, as appropriate. Only members of the committee are entitled to vote.
7. Staff Governors and where applicable, the Principal and the Clerk must withdraw from any part of the meeting that is to discuss their own remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement.  
At the discretion of the Governors present, Staff Governors may be asked to withdraw when discussion is to take place on the appointment, remuneration, conditions of service, promotion, conduct, suspension, dismissal, or retirement of any other member(s) of staff senior to themselves.
8. Committee Minutes shall be presented to the full Governing Body.

#### TERMS OF REFERENCE

- a) To make recommendations to the Finance & Premises Committee on staffing needs to meet the requirements of the College.
- b) To review staffing and allied budget heads annually at the Summer Term meeting.
- c) To review and approve procedures for the recruitment and appointment of staff.
- d) To determine and review annually the staffing salary policy(ies) for the College and make recommendations to the Governing Body.
- e) To consider the impact of new employment law on the College and inform the Governing Body of its implications.

- f) To consider and recommend new personnel policies to the Governing Body, e.g. equality and diversity, early retirement, grievance, disciplinary and redundancy procedures.
- g) To review and approve existing personnel policies as and when necessary, e.g. equality and diversity, early retirement, grievance, disciplinary, etc.
- h) To monitor progress in respect of any targets and standards set by the Governing Body in personnel related areas.
- i) To approve the policy for staff development within the College and report thereon to the Governing Body.
- j) To ensure annual appraisals are conducted for the Principal and the Clerk to the Governing Body. *(These will normally be undertaken by the Chair of Governors)*
- k) To provide at least one representative of the Governing Body for panel interviewing for appointments of senior staff, or Heads of Department and other teaching staff with comparable responsibilities. Responsibility for appointment of other staff below these levels is delegated to the Principal.

*Current membership:* Fernne Brennan  
Andrew Claiborne (Chair of Governing Body)  
Moira Collett (Vice Chair of Governing Body)  
Syd Kent  
David Morran  
Ian MacNaughton  
Claire Budgen

Frances Grew (Observer)  
Mark Griffin-Sherwood (Observer)  
Tina Parker (Observer)  
Union representatives for summer meeting