

# MANOR PRIMARY SCHOOL GOVERNING BODY

## Terms of Reference ~ People Management Committee

### Membership

The membership of the Committee shall be at least four governors, one of whom shall be the Head Teacher (or her representative) & one who should be a Parent Governor. The Committee can co-opt such additional non-voting members, as it considers necessary.

### Quorum

The quorum shall be 50% of the membership of the Committee.

### Meetings

These shall be held at least once a term. Governors shall be notified of preliminary dates at the start of each academic year.

Agendas shall be distributed to Committee members at least one week prior to meetings.

The Clerk shall attend Committee meetings when possible and shall be responsible for the taking and distribution of the minutes. When the Clerk is unable to attend, a member of the Committee shall be asked to take the minutes.

### Terms of Reference

The main delegated responsibilities of the Committee are

1. Monitoring behaviour and attendance
2. Ensuring safeguarding procedures are in place
3. Admissions
4. Ensuring provision of free school meals
5. Monitoring the impact of the Pupil Premium
6. Monitoring provision of individual child's education including those with Special Needs
7. Reviewing the SDP
8. Monitoring and reviewing the following Statutory Policies
  - a. Admissions, every 7 years
  - b. Behaviour
  - c. Home School Agreement
  - d. Record of recruitment and vetting (live document)
9. Monitoring and reviewing the following Desired Policies
  - a. Lone Worker
  - b. Drugs and Medicines in School
  - c. Anti Bullying

- d. Gender Equality
- e. Child Protection and SafeGuarding
- f. Equal Opportunities
- g. Race Equality
- h. Positive Hadling
- i. Whistleblowing

**Reports**

Minutes of Committees shall be available before the next Full Governors' Meeting.

**Review**

The Committee shall review these Terms of Reference during the autumn term each year.

Chair of Committee ..... Reviewed Oct'22  
Next review Oct'23

