



Windsor Community Primary School
Personnel & Performance Management Committee
Terms of Reference

Membership; No fewer than 2 Governors plus the Headteacher.

If not already a member of the Committee, the Chair of Governors will be, ex officio, a member. The Committee may recommend appointment of non-voting additional members.

Quorum: Two Governors plus Headteacher or a substitute nominated by her.

Terms of Reference:

- hold meetings as required
- appoint or remove the Chair of the Committee
- appoint or remove a Clerk to the Committee
- establish Terms of Reference
- provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to staffing
- monitor, and participate in, as appropriate, the performance management process, including performance management of the Headteacher
- review staffing related policy documents, including consideration of long- term planning and resourcing
- monitor ongoing staffing changes enabling regular updates to the Governing Body
- consider staffing levels and structure in the light of available funding and inform decisions by the Governing Body
- monitor staff absence
- consider issues relating to staff disciplinary matters in preparation for Governing Body decision
- review and agree, by negotiation as necessary, such other structures involving staffing as may be required
- undertake performance review for Headteacher, including target setting and pay review
- monitor school systems for performance review and pay policy of teaching and non-teaching staff

These terms of reference will be reviewed, and if necessary amended, annually.

These were reviewed and agreed on 2nd October 2025