



Lisle Marsden Church of England Primary Academy

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Company Registration Number: 07808707

Headteacher: Mr. D Kinsey

Terms of Reference for the HR Committee

The following terms of reference were agreed for the Full Governing Body meeting held on 6th October 2025.

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

No less than three governor members of the committee must be present for the meeting to be considered quorate.

HR

- Total responsibility for Headship/Deputy Headship appointments.
- Involvement in the creation of leadership structure including appointments and Academy Business Manager.
- At least one member of the HR committee should be involved in all teaching appointments. (HR Committee members directly involved in the recruitment process must hold a recognised Safer Recruitment accreditation to fulfil this requirement.)
- To receive reports from school management on all other appointments.
- To receive reports regarding the staff structure and any necessary re-structure.
- Fulfil all statutory measures with regard to academy policies e.g. involvement in disciplinary matters, conduct, staff allegations, annual pay decisions etc.
- To have an overview of the academy's annual performance management arrangements, including responsibility for conducting the performance management of the Headteacher.