



Policy Statement: Governance

Terms of Reference – Personnel Committee

Purpose

This personnel committee will oversee appointments of senior personnel.

Membership

The quorum for appointment will be **three** and will be established by the board as required.

Delegated Authority

The personnel committee is delegated to confirm the process and appoint the senior leadership team of the school (as per principal's delegations).

According to the legislation on employment and personnel matters, each board member is required in particular to:

1. Develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students; and
2. Be a good employer as defined in the [Public Sector Act 2020](#) and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

Meetings

Meetings are as needed for particular appointments and will be reported to the full board as part of the Principal's Report.

Approved: 26 February 2024

Next Review: 2025

Signed by Presiding Member on behalf of the School Board