

RANGIORA HIGH SCHOOL PERSONNEL COMMITTEE

TERMS OF REFERENCE

The Personnel Committee is responsible to the Board for:

1. Reviewing existing policies and procedures that fall under NAG 3 (employment and personnel matters) and providing recommendations to the Board on any changes and or their adoption.
2. In association with the Principal, and in consultation with the Board, developing policy statements on any new employment matters that may require a policy statement from the Board.
3. In association with the Principal, and in consultation with the Board, ensuring delivery on the agreed level of investment in professional development.
4. Ensuring that the Board meets good employer practice and employment matters are dealt with to ensure confidentiality of employees.
5. Considering the termly Personnel Report to the Board.
6. Ensuring the Annual Agenda is complied with

Committee Members

The members will be appointed by the Board and will be a maximum of **5** and a minimum of at least 2 members. The BOT Chair and Principal are also ex-officio members.

The Chairperson will be determined by the Committee.

The quorum for the Committee shall be two trustees.

Meetings

Will be held once a term and reported by the Committee Chair to the following Board meeting.

Annual Review

The terms of reference will be reviewed by the Committee annually.

Legislative Compliance – Relevant Statutes

- State Sector Act 1988
- Employment Relations Act 2000
- Privacy Act 1993
- Health and Safety at Work Act 2015
- Collective employment agreements

Current Board Employment Policies (NAG3)

- Personnel Policy
- Appointments Policy
- Appraisal Policy
- EEO Policy
- Professional Boundaries Procedural Policy
- Professional Development and Learning Policy
- Staff Leave Policy

- Social Media Policy
- Timetable Policy

Attachments: Annual Agenda

Current Membership – June 2020

- Ben Prain
- Gillian Koster (Staff representative)
- Wayne Bonnett
- Abigail de Visser (Student representative) (Chair)
- Leigh Kennedy (Alternate)

Ex Officio, Simon Green, BOT Chair and Karen Stewart, Principal.