



NORTHFIELDS PERSONNEL REPRESENTATIVE COMMITTEE (PRC) CHARTER

Our Vision

We are committed to empowering learners to reach their full potential through a holistic education. Our students develop an appreciation for cultural diversity while being prepared to become confident, responsible and active global citizens.

Our Mission

We achieve this by:

- Providing our pupils with learning opportunities that maximise their potential through a structured programme of academic and extra-curricular activities.
- Offering challenging, internationally recognised programmes and qualifications.
- Emphasising the development of socially conscious and environmentally aware global citizens, with a compassion for others and the courage to act on their beliefs.
- Nurturing the growth of principled future leaders.

POLICY NUMBER	ISSUE DATE	VERSION	CUSTODIAN	APPROVED BY
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1. Introduction

The Personnel Representative Committee is a Committee of the Board of Directors (the "Board") of Northfields International High School Limited including its subsidiaries ("the School") to which the Board has delegated certain oversight responsibilities.

2. Objective

The principle function of the Personnel Representative Committee (the Committee) is to assist the Board to oversee the effectiveness of how employee related concerns have been addressed by the Principal in consultation with the Human Resources Department of the School. The Board acknowledges that this function is vital as it will assist the School to keep improving its services offered to the Community and the working environment for all staff.

The Committee does not relieve the Board of its responsibilities in any way.

3. Composition

- 3.1. The Committee shall comprise of no more than 3 Board members and if possible, the majority should be independent non-executive Directors.
- 3.2. The Chairperson and the members of the Committee shall be appointed by the Board. The Chairperson shall be an independent non-executive Director and shall normally not be the Chairperson of the Board.
- 3.3. The Principal will not be appointed as a member of the Committee, however is required to attend all meetings of the Committee. If the Principal can not attend, she will nominate a member of the Senior Management Team (SMT) to represent herself during the meeting.
- 3.4. Up to three (3) Personnel Representatives as formally nominated in writing by the majority of staff members of the School will not be appointed as members of the Committee, however are required to attend all meetings of the Committee.
- 3.5. The Personnel Representatives are to be nominated on an annual basis through an election process at the start of each new academic year by the end of September. If there are no Representatives elected, then the prior Representatives will remain as is in the prior year.
- 3.6. The Board may at any time remove members from the Committee and fill any vacancy created by such removal.

4. Meetings

- 4.1. The Committee shall as far as possible, meet quarterly before the quarterly Board meetings are held. However, the Chairperson or any other member of the Committee may call a meeting at any other time.
- 4.2. The Committee shall appoint an administrative Secretary to the Committee.
- 4.3. A quorum for a meeting of the Committee is a majority of the members present in person, by video conference, webcast or telephone.
- 4.4. Notice of each meeting confirming logistics and an agenda of items to be discussed and supporting reports, shall be forwarded to each member of the Committee, and any other



person required to attend, by the administrative Secretary no later than 5 days before the date of the meeting.

- 4.5. The Committee Chairperson, with the assistance of the administrative Secretary will be responsible for drafting an agenda in relation to the Committee meetings.
- 4.6. The administrative Secretary shall minute the proceedings, matters arising and decisions of all meetings of the Committee including recording the names of those in attendance.
- 4.7. The Chairperson shall ascertain, at the beginning of each meeting, the existence of any conflicts or potential conflicts of interest and the administrative Secretary shall minute them accordingly.
- 4.8. Draft minutes of the Committee meetings shall be circulated no later than 15 days after such meeting to all members of the Committee. Once approved, the minutes should be circulated to all other members of the Board, unless it would be inappropriate to do so in the opinion of the Committee Chairperson.

5. Responsibilities of the Committee, Principal and Personnel Representatives

5.1. Personnel Representatives

- 5.1.1. To prepare a schedule that contains all matters of concerns to be resolved by the School. The schedule should at a minimum contain the following:
 - Date the matter of concern was raised;
 - Explanation of the matter of concern raised in detail;
 - Potential impact of the matter of concern on the Personnel, School and Community;
 - Suggested action plans made to the Principal in order to address the matter of concern.
- 5.1.2. Ensure that the above schedule is discussed with the Principal of the School ten (10) working days prior to the Committee meeting is held and the various concerns are discussed by the Committee.
- 5.1.3. To provide feedback on the matters of concern that were raised to all staff members subsequent to the Committee meeting.

5.2. Principal

- 5.2.1. Once the schedule has been discussed between the Principal and the Personnel Representatives, the Principal is to provide her comments in relation to the matters of concerns raised.
- 5.2.2. Update the schedule to include comments in relation to the matters of concerns raised by the Personnel Representatives.
- 5.2.3. Update the schedule to indicate if the suggested action plans made by the Personnel Representatives are appropriate or not and provide reasons for this.
- 5.2.4. Update the schedule with the suggested action plans the Principal believes would best address the matters of concerns raised, if they differ from the suggested action plans made by the Personnel Representatives.
- 5.2.5. Ensure that all action plans are supported by the estimated financial cost in order to assist the Committee in making informed decisions in relation to the suggested action plans.



5.3. Committee

The Committee in discharging their duties shall:

- 5.3.1. Perform an independent review of the schedule that should be tabled to the Committee during Committee meetings held.
- 5.3.2. Consider the action plans as contained in the schedule in order to, in turn, make final recommendations to the Board for approval.
- 5.3.3. Provide feedback to the Committee from the Board on the outcome of recommendations made to the Board.
- 5.3.4. Monitor the implementation of action plans approved by the Board.
- 5.3.5. Facilitate discussions around matters of concerns that are in disagreement, if any, between the Principal and the Personnel Representatives.
- 5.3.6. Ensure that action plans are appropriately supported by policies and procedures and monitor the compliance with these policies and procedures as implemented by the Principal.

6. Reporting responsibilities

- 6.1. The Chairperson of the Committee will provide written feedback at each Board meeting on the Committee's most recent meeting or on any other matter as he deems fit in the form of a report to the Board.
- 6.2. The report to the Board should contain all recommendations being made to the Board for approval.

7. Remuneration

- 7.1. Having regard for the functions performed by the members of the Committee in addition to their functions as Directors in relation to the activities of the Committee, members of the Committee may be paid such special remuneration in respect of their appointment as shall be fixed by the Board. Such special remuneration shall be in addition to the annual fees payable to Directors.
- 7.2. The Chairperson of the Committee shall, in addition to his or her remuneration as member, receive a further sum as determined by the Board.

8. Other matters

The Committee shall:

- 8.1. Have access to sufficient resources in order to carry out its duties, including access to the administrative Secretary for assistance as required.
- 8.2. Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- 8.3. Give due consideration to the laws and regulations applicable to the School, and any other applicable rules, as appropriate.
- 8.4. Arrange for periodic reviews of its own performance and, at least annually review its Charter to ensure the Committee is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.



- 8.5. The Personnel Representatives are to nominate one of the Personnel Representatives to attend Board meetings as an observer.

9. Authority

The Committee is authorised by the Board to obtain, at the School's expense, outside legal or other professional advice on any matters within the Committees areas of responsibility.