

Terms of Reference for the Staffing Committee

Membership

- Five governors, one of whom will act as chair (The chair will not be a member of staff)
- The current membership of the committee is:
 1. Jane Whelan -Chair
 2. Rev David MacFarlane
 3. David Deane
 4. Angela Roche
 5. Paula Garrity

Frequency of meetings

- At least termly.

Agendas

- To be agreed by the chair of the committee and circulated (with the supporting documents) at least one week before the meeting.

Minutes of meetings

- To be circulated to all members of the committee as soon as possible after the date of the meeting, and with the agenda papers for the next full governing board meeting, for all other governors.
- Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing board to consider, and clear reasons for decisions taken.

Quorum

- Three governors (at least two of the governors should not to be employed by the school)

Chair of the committee

- To be appointed by the full governing board
- The governing board can remove the chair at any time.

Review

Membership and terms of reference to be reviewed annually at the autumn term governing board meeting

Responsibilities for staffing

The HT may attend and offer advice at all relevant proceedings.

1. To review and agree and the procedures for the recruitment, selection and appointment of teaching and support staff, including those on the leadership pay spine. The governing board has agreed that:
 - Appointments to posts outside the leadership team would be delegated to the HT.

2. To review job descriptions and person specifications for posts within the leadership team as required and as appropriate.
3. To ensure that all recruitment and selection panels have a member of the panel who has completed the required Safer Recruitment training.
4. To ensure that recruitment and selection processes comply with the DfE guidance 'Keeping Children Safe in Education' and safer recruitment best practice.
5. The full governing board will seek the appropriate advice and support (this may be from the school Human Resources Adviser, and School Improvement Officer or External Consultant) for the appointment of a HT and Deputy HT.
6. To review and approve all policies relating to staffing matters as required.
7. To ensure that procedures are in place for managing staffing issues, through adoption of local authority model policies and to ensure that all staff are made aware of these, including policies for capability, attendance management, disciplinary issues, grievances and redundancies.
8. To review staffing proposals from the HT and determine the school staffing requirements for the school and/or review the staffing structure whenever a vacancy occurs, and at least annually, in relation to the School Improvement/Development Plan.
9. To oversee the process leading to any reductions in staffing.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To approve, monitor and review the school's performance management policies and procedures and the implementation of the policies. To ensure these policies comply with local and national requirements and that they relate to the school improvement/development processes and the continued professional development of school staff.
12. Monitor the operation and outcomes of performance management arrangements for all staff every year.
13. To ensure that opportunities and resources are available for the continued professional development for all staff, and are implemented with reference to the School Improvement/Development Plan.
14. To keep under review staff work/life balance, working conditions and well-being, including monitoring staff absence.
15. To review all staffing related procedures, and adopt/recommend them for adoption, and to ensure that staff are informed of them.
16. To contribute to the School Improvement/Development Plan where appropriate.

Staffing powers in exceptional circumstances*

1. **The committee would only in exceptional circumstances make the appointments to posts outside the leadership group for the school and only under the direction of the full governing board.** The power and responsibility for appointments outside the leadership group have been delegated to the HT. This includes teachers, all support staff and volunteers.
2. **The committee would, only in exceptional circumstances make the initial decision to dismiss.** The HT has delegated responsibility to make

initial dismissal decisions, unless particular circumstances apply whereby the head is unwilling or unable to perform these functions (e.g. they have been directly involved leading up to the dismissal), or there are serious concerns about the performance of the HT.

General

- To review and monitor the appropriate sections of the school self-evaluation and school improvement/development plan.
- To ensure policies delegated to this committees by the GB are reviewed, updated and approved.
- To report the committees resolutions and recommendations to the next full GB meeting.
- To keep the terms of reference of this committee under review and recommend any changes to the GB for consideration as part of the annual review of the committees in the autumn term.
- Any other matters referred/delegated to this committee by the GB.