



Staffing Committee Draft Terms of Reference

(May 2023)

1. Membership

The membership of the Committee shall be the Headteacher and at least three governors appointed by the Governing Body. The committee shall have such associate members as the governing body shall appoint. The committee may make recommendations for these appointments. The convenor is the Chair of the Committee.

2. Quorum

- a) The quorum shall be 3 governors, 2 of whom should be non-staff governors.
- b) The committee shall not meet without the Headteacher being present or a substantive replacement nominated by him/her.

3. Responsibilities

- a) To establish and review the staffing structure for the school in order to meet the aims of the School Development Plan, and to review the structure whenever a vacancy occurs, and at least annually in relation to the school's management team.
- b) To delegate to the Headteacher the authority to make certain appointments, together with any conditions pertaining to these.
- c) To assist in the appointment of selection panels, and in the appointment of senior leaders.
- d) To review decisions made by senior leaders in relation to the implementation of staff policies such as capability / discipline policies.
- c) To establish and review as necessary, a range of relevant personnel policies and procedure, which should include:
 - Consultation - To establish and keep under review a policy statement on staff consultation for approval by the Governing Body, and to undertake any formal consultations on personnel matters.
 - Staff pay policy
 - Discipline/Grievance - To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
 - Redundancy - To establish and review, in consultation with staff, criteria for approval by the governing body
 - Staff Absence - To agree a policy on sickness management, to monitor staff absence, and to recommend a policy on supply cover to the Governing body.
 - Performance Management - To establish and review a Performance Management policy to ensure that the needs of staff and of the school are met. Finance a) Draw up, taking account of the school development/improvement plan priorities, and recommend the approval of the annual budget plan for the school to the full governing body

4. Records

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the governing body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated the Committee shall abide by the rules and procedures applying to the governing body.

5. Notice of Meeting

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven days' notice of a meeting.

6. Chair and Vice-Chair

The Committee shall appoint the Chair and Vice-Chair. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.