

# **Personnel and Staffing**

## **Terms of Reference**

- 1) To ensure the staffing structure, retention and succession planning is sufficiently flexible to deliver the School Improvement/Development plan objectives.
- 2) To ensure that the school complies with the legal requirements of the workforce modernisation and development agenda and promotes the sustainability of this agenda via staffing structures and personnel policies.
- 3) To monitor Continued Professional Development for all staff and its contribution to school improvement.
- 4) To determine the procedures for staff appointments excluding Head Teachers and Deputy Head Teachers.
- 5) To ensure that safe recruitment procedures are in place for all staff and volunteers working in the school, including those involved in Extended School activities.
- 6) To determine, approve and keep under review the school's policies and procedures relating to personnel matters, including:
  - Code of conduct
  - Staff consultation
  - Equalities
  - Pay
  - Leave of absence
  - Capability, Discipline and Grievance
  - Appraisal
  - Leadership Development and Succession Planning
  - Staffing reduction
  - Adverse weather conditions
  - Whistle blowingAnd to ensure that systems are in place to make all staff aware of these policies and procedures
- 7) To review annually the staffing structure and workforce development plan.
- 8) To set criteria for the use of discretionary elements of pay provisions and to make recommendations about their implementation.
- 9) To receive and approve staff job descriptions.
- 10) To review the Headteacher's job description should the need arise.
- 11) To liaise with the Strategic Development Finance and Premises Committee in implementing the current School Improvement Plan in staffing matters.
- 12) To ensure that the Headteacher is able to maintain an appropriate Work-Life Balance.
- 13) To act as Pay Matters Committee, as set out in the agreed Pay Policy, with delegated powers to make decisions.
- 14) To receive the recommendations of a panel of Governors undertaking the performance review of the Head Teacher.

## **Membership**

Membership of this Committee shall be six Governors, none of whom shall be a Staff Governor. The quorum for this Committee shall be three Governors