

Staffing Committee

Membership	
Name of Governor/Associate Member	Date Appointed to the Committee
Bronwen Watson	1.6.16
Paula Dobbin	1.6.16
Steve Whitehouse	1.6.16
Disqualifications:	

Chair of the Committee	Bronwen Watson
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Clerk to the Committee	
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Meetings	When needed
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(Indicate frequency, preferred day and time of meetings)

Quorum	
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(Minimum of 3, however the committee can determine a higher number)

Terms of Reference

- To support the aims and ethos of the school, focusing on the quality and needs of all staff employed by the school,
- To establish and keep under review, in consultation with the head teacher, the school's staffing structure, and ensure that any necessary consultation takes place before any amendments are approved;
- To establish procedures for the appointment of staff, ensuring that these are consistent with guidance on safer recruitment and equal opportunities legislation,
- To ensure an appropriate system is in place in respect of vetting and statutory checks on staff, volunteers and other persons as appropriate,
- To have oversight for all matters relating to Workforce Remodelling that are not specifically covered within the remit of any other committee
- To establish and keep under review appropriate policies/procedures including:
 - Equal Opportunities policy (statutory)
 - Complaints procedure (statutory)
 - Policy for dealing with allegations of abuse against staff (statutory)
 - CPD policy (best practice)
 and to have responsibility for conducting any initial hearing, or appeals as appropriate, in accordance with the agreed policy/procedure,
- To determine all other personnel issues not delegated to the head teacher, e.g.
 - requests for job sharing,
 - requests for premature retirement, etc,
- To receive regular reports from the head teacher on the progress made by any newly qualified teacher towards meeting the induction standards,
- To receive and monitor staff attendance figures,
- To consider parental complaints in accordance with the agreed Complaints procedures,
- To encourage the attendance of members on relevant governor training courses to increase their knowledge as appropriate
- To deal with complaints about the Headteacher, which should be directed to the Chair of Governors.

NB:

Governing bodies are strongly recommended to delegate to the head teacher the responsibility for appointing all staff below the level of the leadership team. The selection panels of all posts within the leadership team should be drawn from the membership of the full governing body to ensure a wide range of skills and experience are available.

Date Terms of Reference Originally Agreed by Governing Body
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9.11.16

Date Terms of Reference Last Reviewed by Governing Body
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9.11.16
