

HUNTINGTON SCHOOL

GOVERNORS' STAFFING COMMITTEE

TERMS OF REFERENCE

COMPOSITION

At least three members of the governing body with voting rights.

QUORUM

The quorum for a meeting and any vote will be three governors who are members of the committee. For the purposes of confidential business (when certain staff who are governors may be required to leave the meeting), three non-staff governors are required to be present to preserve quoracy.

This committee has responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and Performance Development, contributing to the appraisal of the Headteacher, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

Specific terms of reference:

1. To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
2. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review;
3. To oversee the appointment procedure for all staff;
4. To establish and review a Performance Development policy for all staff;
5. To oversee the process leading to staff reductions;
6. To keep under review staff work/home balance, working conditions and well-being, including the monitoring of absence;
7. To make recommendations on personnel related expenditure to the Finance Committee;
8. To consider any appeal against a decision on pay grading or pay awards.
9. To contribute to the processes around Risk Management by identifying and/or monitoring those perceived risks identified to be linked to the staffing side of the school

The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training.

Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Notes

A separate committee is needed for decisions to dismiss and a second committee whose members have had no dealings with the original decision will be needed to deal with appeals.

Approved November 2019