

Staffing, Governor Recruitment and Training Committee

Strategic Planning and School Improvement

- Ensure that the school employs staff with appropriate qualifications, expertise and experience to meet its strategic objectives
- Determine, in liaison with the Finance and Premises Committee, the staffing complement
- Determine, in liaison with the head teacher, the staffing structure of the school
- Ensure that HR policies and practices conform to legislative requirements, good employer criteria and the schools community cohesion and equalities standards
- Review and oversee the school's pay policy
- Oversee the development, operation and annual review of school's appraisal schemes for all staff including trainees
- Review the skills base of the GB on a regular basis and monitor the take up of training
- Conduct agreed arrangements for recruitment and selection of new governors
- Encourage access to governor training from other providers and, when appropriate, organize relevant training for the GB

Governance

- Establish and regularly review arrangements for administering HR responsibilities including procurement of professional and legal advice
- Establish and regularly review arrangements for relationships with professional associations and trades unions
- Ensure consultation arrangements are in place for liaison on changes to the staffing complement and structure

School Management and Probity

- Ensure that the school has clear HR policies relating to retention, safer recruitment, capability, staff behaviour, discipline and grievance, dismissal and redundancy and ensure that staff are informed of these
- Consider requests for leave of absence, retirement and sabbaticals
- Oversee the appointment procedure for all staff
- Arrange for selection panels to be available at short notice for appointments that are not delegated to the head teacher
- Consider the suspension, or ending the suspension of the head teacher, in liaison with the chair of the governing body, prior to reporting this to the full governing body