

## **Hollingwood Primary School Governing Body**

### **Staffing Committee 2016/17**

#### **Role of the committee**

To assist the Governing Body in fulfilling its statutory responsibilities for all staff employed in school and to generate the best professional environment within which all staff contribute to raising the attainment of pupils.

#### **Terms of reference of the committee**

To review the school staff establishment in relation to the school development plan whenever a vacancy occurs, and at least annually.

To make recommendations about the school staff establishment to the Governing Body for school budget planning and other purposes.

To determine in accordance with the school pay policy the level of salary for new appointments to all posts.

To carry out an Annual Pay Review and amend the policy as necessary.

To advise the Governing Body on the level of governor involvement in the recruitment and selection of staff. Any appointments panel to include the Head or their representative.

To ensure that each member of staff has a clear job description and contract of employment.

To consider applications from staff for leave of absence outside any scheme adopted by the Governing Body, early retirement, or other matters not covered by school management arrangements or Governing Body policies.

To recommend and review the procedures for dealing with staff discipline and grievance and ensure all staff are informed of them.

To monitor the appraisal and capability process and amend the policy as necessary.

To review the 'in-service' training needs of all staff with the Head, and in relation to performance management and the school development plan, and to monitor how well these are being met.

To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race, age and disability are met.

To monitor the well being of the staff and ensure arrangements in place to support.

To ensure that arrangements exist for the deployment of staff from other organisations working in the school.

#### **Level of Delegation**

Powers of decision making on school personnel matters are delegated to the Staffing Committee as described above. The following functions are retained by the governing body:

- to approve the school staff establishment
- to review the salary range of the Head in line with national appraisal regulations and the governing body's whole-school pay policy;

The following functions are delegated to the Head:

- to authorise any leave of absence for staff within any scheme adopted by the governing body;
- to appoint temporary supply staff
- to make all necessary arrangements for the appointment of staff which have been agreed by the committee or Governing Body;
- to approve the working of overtime;
- to take necessary urgent action on staffing issues in consultation with the chair of the committee.

**Reporting**

The minutes of committee meetings will be circulated with the Governing Body agenda for the first meeting following a committee meeting to give opportunity for questions.

Items deemed confidential by the committee will be recorded on separate confidential minutes, and reported verbally by the Chair of the committee at the next meeting of the Governing Body.

**Membership**

6 governors including the Head and 1 associate member. All governors can vote. The names of members of the committee are recorded in the Governing Body’s minutes.

Committee membership is reviewed at the first meeting of the Governing Body of the academic year and any alterations made at subsequent meetings if required.

The quorum for meetings shall be 3 governors

**Declaration of Interest**

**Staffing matters**

The Head, or staff governors may be members of the Staffing Committee but are required by regulation to declare an interest in any matter that affects them more than the generality of staff. Having declared an interest the governor is required to leave the room when the matter is to be discussed, and take no part in that discussion.

**Pay Review**

Regulations restrict membership of this aspect of the Committee’s work to governors who are not employed at the school, as the Regulations prevent them from discussing the pay and performance of other staff in school.

The Headteacher is similarly restricted if their pay or performance is being discussed.

**Clerking arrangements**

Clerk of the Governing Body

**Review of terms of reference**

All the above to be reviewed by the governing body at its first meeting in each school year.

**Review date by committee 20 October 2016**

**Approved by the governing body 13 December 2016**

**Signed.....Chair of the Governing Body**