

Staffing Committee

Terms of Reference

- Elect Chair.
- Carry out an annual review of the staffing structure in consultation with the Headteacher and Finance and Premises Committee.
- Ensure the school is sufficiently staffed to fulfil the effective operation of the school and the School Improvement Plan (SIP).
- Oversee the recruitment and selection procedures for all staff.
- Make recommendations to the Finance and Premises Committee on personnel-related expenditure.
- Develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. Appraisal, Whistleblowing, Recruitment and Selection).
- Keep under review work/life balance, working conditions and well-being including monitoring attendance management.
- Review the Single Central Record to ensure compliance with current statutory guidance.
- Approve the Staff Code of Conduct and ensure all staff are aware.
- Consider representations from parents/carers in the case of fixed term exclusions in line with statutory guidance.
- Consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination in line with statutory guidance

MEETINGS: at least annually

QUORUM: 3

DISQUALIFICATIONS: where there may be a conflict of or pecuniary interest; any Governor whose spouse/partner is involved, prior knowledge or any Governor whose child is involved

Delegation to the Headteacher

School Staffing (England) Regulations 2009

The Governing Body can delegate the power to appoint outside the leadership group to:

- The Headteacher
- One or more Governors with the right of the Headteacher to advise
- One or more Governors and the Headteacher

Appointments:

Governing Body delegates to the Headteacher responsibility for the appointment of:

- Temporary staff
- Supply cover

Sanctions:

Governing Body delegates to the Headteacher responsibility up to and including first and final written warning:

- All staff other than Headteacher
- Headteacher to a committee of the Governing Body

Dismissals:

All dismissals remain within the Committee Structure