

# **HENDON SCHOOL**

## **STAFFING COMMITTEE TERMS OF REFERENCE**

### **2022**

**Aims:** To promote and maintain the effective use of resources to ensure the highest standards of attainment for all pupils by supporting the school in the recruitment, selection and retention of staff.

#### **Areas of Responsibility**

- Regularly review the organisational design and structure in consultation with the Headteacher and the Finance & General Purposes Committee
- Establish, monitor and review
  - a Salary Policy for all categories of staff\*
  - the appointment procedure for all staff\*
  - a Performance Management policy for all staff\*
- Agree, in consultation with all the relevant stakeholders, the headteacher and other members of the senior leadership team's annual performance management targets and review processes
- Review and approval of Staffing Policies and, where required, recommend to Governing Board (GB) for ratification
- Receive an overarching report on any underperforming staff and review and monitor management action.
- Receive a regular report at the autumn term meeting of staff performance.
- Ensure that headteacher and senior leadership team's annual performance management reviews are carried out and decide, where appropriate any subsequent pay awards
- Keep under review staff working conditions and wellbeing, including the monitoring of absence
- Monitor and authorise as appropriate applications for sabbaticals, secondment and flexible working
- Discuss pay and pay anomalies affecting any staff members, including the leadership team from the annual school performance management review process
- Receive from the \*\*Headteacher Performance Management Committee decision on the Headteacher pay.
- Make recommendations on personnel related expenditure to the Finance & General Purposes Committee
- Consider any appeal against a decision on pay grading or pay awards
- Monitor effectiveness of staff wellbeing programme

\* Staff includes all school employees, teaching and non-teaching.

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

Withdrawal from meeting: any relevant person employed at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of an employee.

#### **Policies**

The Committee reviews, notes and approves where applicable or puts forward to the GB the following Policies: \* denotes statutory

- Alcohol, Drugs & Substance Misuse Policy

- Allegations made against Staff Policy\*
- Appraisal Policy
- Capability Policy\*
- Conduct Policy\*
- Designated Teacher for Looked After and Previously Looked After Children Policy
- Dress Code Policy
- Early Careers Policy\*
- Equalities Information and Objectives Policy\*
- Flexible Working Policy
- Grievance Policy\*
- Induction Policy
- Jury Service Policy
- Lone Working Policy
- Maternity Leave Policy
- Newly Qualified Teachers Policy
- Non-smoking workplace Policy
- Pay Policy
- Public Sector Equality Duty Statement Over 150 employees
- Redundancy Policy
- Reference Policy
- Sabbatical Leave and Secondment Policy
- Safer Recruitment Policy
- Shared Parental Leave Policy Birth
- Shared Parental Leave Policy Adoption
- Single Central Record\*
- Staff Discipline\*
- Support Staff Probationary Policy
- Whistleblowing Policy\*
- Working from Home Policy
- Workplace Bullying and Harassment Policy
- Workplace Monitoring Policy

The Committee Chair is required to complete Safer Recruitment training every three years.

### **Membership**

The GB shall determine and review annually at its autumn term meeting the establishment, terms of reference and membership of the Committee.

The Committee shall consist of a minimum of three Governors.

The work of the Committee will be supported by the Clerk to the Governors who will give notice of meetings, act as Minute Secretary and advise about procedures.

As and when desirable the Chair may request any other person to attend Committee meetings.

**Chairing:** The Committee will elect the Chair and Vice-Chair of the Committee.

### **Attendance**

Members of the Committee, the Headteacher and the Clerk to the Committee have a right to attend Committee meetings. Any other member of the GB may also attend and the Committee may allow other persons to attend.

**Voting**

Any persons 'In Attendance' at a meeting are not entitled to vote. The Chair of the GB is entitled to attend any Committee meeting as an additional member where not already a member and is entitled to vote on any matter. The Chair and Vice-Chair of the GB and the Headteacher are ex officio members of the Committee and have voting rights. The Committee shall not meet without the Headteacher or a nominated representative being present.

**Meetings**

The Committee shall meet at least once per term; any additional meetings will be called as and when necessary. At least seven days' notice must be given when calling a meeting.

**Conduct of Meetings**

In accordance with the Articles of Association.

Date of Review: autumn 2023