

LANGLEY AND BEAUFORT SCHOOLS' GOVERNING BODY

STAFFING SUB-COMMITTEE

Terms of Reference

1. Membership

- 1.1 The committee shall consist of not less than four governors including the headteacher.
- 1.2 The committee shall have up to two co-opted non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

2. Quorum

- 2.1 The quorum shall be three governors including the headteacher.

3. Meetings

- 3.1 The committee will meet at least once a term.
- 3.2 Any additional meetings will be called as necessary, at least 7 days' notice must be given when calling a committee meeting.

4. Minutes

- 4.1 The minutes will be taken by a person other than the chair.
- 4.2 The minutes will be distributed to the full governing body after approval by the chair.
- 4.3 The minutes of this committee may be withheld until the end of an Appeals' Procedure to avoid prejudicing a vote.

5. Chairing

- 5.1 The committee shall elect a chair and vice-chair annually.
- 5.2 The clerk will be responsible for drawing up the agenda in consultation with the chair and headteacher and getting it sent out to committee members at least 7 days in advance.

6. Report to the Governing Body

- 6.1 The chair will report to the full governing body on main decisions taken and any recommendations which the governing body needs to vote on.

7. Areas of Responsibility

- 7.1 The committee will be responsible for
- The arrangements for the appointment, termination and promotion of staff (other than the headteacher and deputy headteacher, where special arrangements apply) in accordance with the LA's policies and procedures.
 - Short-listing for senior teaching posts.
 - Delegating to two governors and the headteacher interviewing for senior teaching posts.
 - Delegating to one governor and the headteacher interviewing for teaching appointments at basic grade.
 - Delegating to the headteacher the appointment of supply, part-time and temporary teaching posts and ancillary staff.
 - Supporting the headteacher as required in all appointment matters.
- 7.2 Review and recommend for adoption the LA's procedures for staff discipline, grievances and redundancy and ensure that all staff are made aware of them.
- 7.3 Consider applications from staff for secondments, leave of absence, early retirement and extension of sick pay.
- 7.4 Review and determine the staffing structure of the school to ensure that it meets the requirement of the National Curriculum and is in line with the School Improvement Plan.
- 7.5 Establish and implement a Performance Management Policy for the school. Appoint two/three governors to act as "appointed governors", who, together with an External Adviser, shall be responsible for establishing performance objectives for the headteacher and for reviewing and assessing the performance of the headteacher.
- 7.6 Carry out an annual audit of staffing including a review of staff numbers, salaries, scales and allowances for all staff members (teaching and support).
- 7.7 Draft criteria for approval on the use of discretionary elements of pay and make recommendations to the governing body.
- 7.8 Prepare staffing forecasts for the next and subsequent financial years for the Finance Committee.
- 7.9 Ensure that the LA's arrangements for staff performance management are adhered to.
- 7.10 Consult with staff and advise the governing body on all matters of personnel policy.
- 7.11 Agree to undertake relevant training to keep up-to-date with national and local trends and policies.

8. Review

- 8.1 These Terms of Reference will be reviewed and updated at the beginning of each academic year for approval by the governing body.

Reviewed and agreed Full Governing Body 29th September 2015