

KENNEL LANE SCHOOL

Terms of Reference Staffing Committee

1. **Purpose:** The purpose of the Staffing Committee is to ensure that all arrangements relating to the staffing of Kennel Lane School are effectively managed in line with statutory requirements, locally agreed arrangements, our responsibilities towards the safeguarding of children and young people and our commitment to ensuring the professional development and well-being of our employees.

The Staffing Committee also sits as the Pay Committee for Kennel Lane School.

2. **Membership:** The Committee will consist of four Governors (other than staff Governors) and will include the Chair of Governors and one representative from each other sub-committee. The Headteacher or nominated representative will attend all meetings in an advisory capacity.

The Clerk to the Governing Body will be the Committee Clerk.

3. **Quorum:** The quorum shall consist of three Governors, two of whom should be members of the committee. Other members of the committee do not count towards the quorum.

4. **Meetings:** The Committee shall meet not less than once per term and will ensure that its meetings coincide with the annual cycle of appraisal and pay determination in line with statutory requirements.

Two weeks notice shall be given of any meeting with the Agenda being issued one week in advance.

5. **Delegated Authority:** The Committee is authorised by the Full Governing Body consider and decide all matters within the Kennel Lane School Pay Policy including making arrangements for any appeals that may arise.

The Staffing Committee will also formulate and review any policies that are delegated to it by the Full Governing Body and make arrangements for implementation where this falls to the Governing Body.

6. **Responsibilities** The Committee will:

- (1) Advise the Headteacher and the Governing Body on general matters relating to the staffing of the school, formulating and reviewing the staffing structure on an annual basis.
- (2) Ensure that all procedures relating to the recruitment, selection and appointment of all staff employed by Kennel Lane School meet statutory and safeguarding requirements
- (3) Ensure that policies and procedures relating to discipline and capability are in place and managed effectively and that appropriate policies and procedures

for the handling of any staff grievance are maintained. To receive regular reports on the implementation of these arrangements.

- (4) To receive regular reports from the Headteacher about the quality of teaching at Kennel Lane School
 - (5) To receive reports on staff absence and advise accordingly
 - (6) To ensure that arrangements are in place for the annual appraisal of the Headteacher in line with the statutory timetable
 - (7) To ensure that arrangements are in place for the annual appraisal of teaching staff and to consider arrangements for non-teaching staff as they emerge.
 - (8) To consider strategies that impact positively on the well-being of staff
 - (9) To review the annual programme of staff training and consider any staff evaluation of that programme
 - (10) In acting as the Pay Committee:
 - i. Be advised by an external adviser in relation to the pay progression of the Headteacher
 - ii. Ensure that the Headteacher receives a letter from the Chair of Governors confirming details of salary to be effective from 1 September each year
 - iii. Receive the recommendations of the Headteacher on pay progression for each member of staff, consider these recommendations and determine them
 - iv. Ensure that each member of staff is provided with a written statement confirming salary with effect from 1 September each year
 - v. Ensure that appropriate arrangements are put in place to form a Pay Appeal Committee should this be necessary
 - vi. Determine other matters as set out in the Pay Policy as and when necessary
8. **Input:** The Committee will be provided with appropriate and sufficient information to undertake the tasks set out above by the Headteacher.
9. **Reporting:** The Committee will report to the FGB following each of its meetings.
10. **Revision:** These Terms of Reference will be reviewed and agreed or amended annually, usually at the Autumn Term meeting of the Full Governing Body.

Date agreed by the Staffing Committee: 08/11/2016