



A FAMILY, A FOUNDATION, A FUTURE

WHITMINSTER ENDOWED C of E PRIMARY SCHOOL STAFFING COMMITTEE TERMS OF REFERENCE

- Quorum:** The quorum is three Governors, one of whom must be the Headteacher and one the Chairperson.
- Meetings:** The committee shall meet at least once per year and otherwise as required. Each meeting shall be minuted as confidential. Minutes will be distributed, after consultation with the Headteacher and committee chair to committee members. A report will be given at the next full Governing body meeting.

Membership

- The committee shall consist of not less than three members plus the Headteacher.
- The committee shall have such associate non-voting members, as the Governing body shall appoint. The committee may also invite from time to time such members with specialist knowledge to assist in the committee for a limited time.
- The committee may make recommendations for these specialist appointments which should include such staff, as the Headteacher shall determine in consultation with colleagues.
- The chair of the committee is elected annually and should not normally be a school employee.
- The Foundation governor will be invited to Head Teacher Performance Management meeting.

Duties and Responsibilities

- To review the staffing structure whenever a vacancy occurs and at least annually in relation to the schools needs and the School Development Plan.
- To review staff performance and salaries annually and make recommendations for approval by the Governing body, including any discretionary awards
- To review training for staff and Governors
- To be aware of the Local Authority's procedures for dealing with discipline and grievances and ensure staff are informed of them.
- To consult with staff as appropriate on personnel issues.
- To oversee procedures for staff appointments in accordance with the scheme of delegation recommended to and agreed by the full Governing body.
- To review policies as appropriate.
- Liaise with the Finance committee in respect of salaries and other staffing costs.
- Review the Terms of Reference annually and circulate to all Governors



