

Staffing Committee 2019 - 20

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Head teacher and the Finance Committee
- To review a pay policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff with appropriate delegation to the head teacher
- To review a performance management policy for all staff
- To oversee the process leading to staff reductions or human resource issues
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards.
- To report back to the governing body
- *Additional items which individual governing bodies may wish to include*

Terms of reference agreed by the governing body on (date):	16 th September 2019
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Name	Governor / Associate Member	Voting Rights	Date appointed to the committee
Mrs Karen Loudon	Staff Governor	Yes	16 th September 2019
Mrs Julie Callaghan	Co-Opted Governor	Yes	16 th September 2019
Ms Sharron Hullock	Parent Governor	Yes	16 th September 2019
Mrs Carol Ivison	Co-Opted Governor	Yes	16 th September 2019

Disqualification: any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee:	Mrs Julie Callaghan
Clerk to the committee:	Mrs Karen Loudon
Quorum: <small>(minimum of 3 full governors, committer can determine a higher number)</small>	
Date committee established:	16 th September 2019
Date of review by governing body:	September 2020