

This remit will be reviewed annually at the first meeting of the full Trust Board.

## 1. **Membership:**

The Trust Board will decide the membership of the committee on an annual basis when these Terms of Reference including the remit of the committee shall also be reviewed. A clear resolution approving the membership of the committee must appear in the minutes of the main Trust Board. The Headteacher will be a member. Only the Trust Board may alter these appointments during the year and any such changes shall be as recorded in the minutes of the meeting making the change. All appointed members of the committee, have a right to attend committee meetings as does any Trustee. The committee may allow any other persons to attend as observers.

The Trust Board, shall elect from among the staffing committee membership a chair at the final meeting of each academic year when Governance structures and elections take place.

## 2. **Name of Clerk:**

The Trust Board must appoint a clerk to each committee who must not be the Headteacher of the school. This will usually be the chair of the committee or School Business Manager but can be another appointed person.

## 3. **Quorum and Declaration of Interests:**

The quorum for a meeting and for any vote shall be three members of the committee of which the Headteacher shall be one. Should a Trustee present have a personal or pecuniary interest in any matter to be discussed, that Trustee must declare that interest and withdraw from the meeting and not vote on that item; if there is any dispute as to whether or not a person must withdraw from a meeting the other Trustees present at the meeting must decide on this.

## 4. **Meetings:**

Meetings will be held as required. One week's notice of the agenda must be given by the Clerk of the committee when convening a meeting. The Clerk will be responsible for calling the meetings and producing minutes.

## 5. **Function:**

The aims of the Staffing Committee will be to ensure that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.

### **Decisions taken by the committee must:**

- Be consistent with and seek to achieve the priorities identified within the School Development Plan.
- Be in accordance with all policies adopted by the Trust Board
- Conform to legislation on employment, equal opportunities, equal pay, sex/gender discrimination, race equality, and disability discrimination
- Comply with legislation and Government guidance on education and the law for School Trustees;
- Have regard to any budgetary constraints and opportunities.

### **6. Remit – Powers Delegated to the Staffing Committee:**

- a) To review and approve the staffing structure
- b) The recruitment and selection of all staff other than the Headteacher and deputy Headteacher is delegated to the Headteacher, who will report to the committee. The staffing committee will be responsible for the recruitment and selection of the Headteacher and Deputy Headteachers
- c) To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- d) The staffing committee will also consider and determine any requests by a member of staff for leave of absence which are in excess of the days which the Headteacher is authorised to approve (5days).
- e) To establish and keep under review any Policies relating to; Finance, Personnel (HR), Building, Accessibility, Pay, Procurement, Charges & Remissions
- f) To make arrangements for the annual performance review of the Headteacher,
- g) Oversee the implementation of the Appraisal Policy
- h) The staffing committee will also sit as the Pay committee and undertake an annual review of staff salaries and provide an annual statement to all staff and determine salary matters not subject to the statutory annual review process, within the parameters agreed in the School Pay Policy. Please see Pay Committee remit.
- i) Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- j) monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
- k) To ensure enhanced DBS and appropriate checks are carried out for all staff, Governors and volunteers.
- l) Should it be necessary for the Trust Board to consider the reduction of the staffing establishment at the school, by whatever means, the staffing committee will carry out an initial investigation with the Headteacher and submit their recommendations for the Trust Board to consider. The staffing committee will subsequently have delegated powers to carry out the necessary consultations with recognised Trade Unions on behalf of the Trust Board, and to serve as the first committee where any procedures might lead to the dismissal of a member of staff.
- m) Any decisions made or action taken by the staffing committee shall be minuted and reported to the next meeting of the Trust Board.
- n) To ensure and monitor the implementation in the school, and periodically review and recommend any amendments for consideration for adoption by the Trust Board, of the following Policies and Procedures:
  - Pay Policy
  - Appraisal Policy
  - Capability policy
  - Staff Discipline & Grievance Procedures
  - Race Equality Policy
  - Complaints Procedure

Trustees to serve on implementation committees will be selected from the full Trust Board as necessary, in alphabetical order depending on availability.