

Duke Street Primary School – Staffing Committee

Terms of Reference

Membership

The Committee shall consist of at least 5 members of the Governing Body.

The Committee will elect a Chairperson from within its own membership.

Non-voting participants may be invited to meetings by the Committee as and when required.

The membership of the Committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be at least 50% of committee members, including the Headteacher, but excluding any co-opted non-voting members.

Meetings

The Chairperson shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

Responsibilities

- a) To prepare staff policies for approval by the Governing Body.
- b) In conjunction with the Headteacher, to draw up a staffing structure (teaching and non-teaching staff, posts of responsibility, etc) and to review it annually.
- c) To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
- d) To carry out all procedures for the appointment of new teaching staff, except Headteacher, and key support staff, in accordance with agreed arrangements.

- e) To delegate to the Headteacher all provision of supply cover of under one term's duration.
- f) To delegate to the Headteacher and one committee member the appointment of all other support staff.
- g) To consult as required (eg, over pay policy) with all staff or with recognised trade unions.
- h) To ensure that appropriate job descriptions are in place.
- i) To check that the arrangements for staff appraisal are in place and being developed.
- j) To monitor the programme of staff development and training and ensure it meets the needs of the school improvement plan and of the staff.
- k) To receive regular reports on staff absence, if not already reported to the full Governing Body.
- l) Review annually the unit total of the school and the effect, if any on the ISR.

NOTE: Headteachers cannot take part in the appointment process for their successor.