Staffing Committee
Terms of Reference

Reviewed By	Approved By	Approved	Version	Review Date
Committee	M Jones	8th July 2020	V2.0	July 2021

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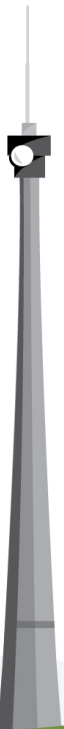
Introduction

The Governance Handbook issued by the Department for Education states:

All boards, no matter what type of schools or how many schools they govern, have three core functions:

1. *Ensuring clarity of vision, ethos and strategic direction;*
2. *Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and*
3. *Overseeing the financial performance of the organisation and making sure its money is well spent.*

The purpose of this committee is to ensure that the detailed work of the second of these three core functions is carried out effectively by the trust. It does this on behalf of the Board of Trustees and must report back key findings so that the Board of Trustees can carry out its duties effectively.

Further guidance on this area can be found in the [Governance handbook](#) issued by the DfE and also the [Competency framework for governance](#).

Membership

Members of this committee will be appointed by the Board of Trustees and should comprise of as a minimum:
- 3 Trustees (Chair to be elected)
- Independent Members as co-opted (no minimum requirement)

Attendees of this committee would normally be as a minimum:
- Chief Executive Officer

The committee may make recommendations to the Board of Trustees for co-option of non-Trustee members.

The committee may invite staff colleagues to be in attendance at meetings where they will add benefit/contribution to discussions and the agenda.

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Quorum

The quorum for a meeting of the Staffing Committee shall be 2 trustees.

Meetings

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

The Staffing Committee will receive reports from the trust and its schools in sufficient detail to enable it to undertake its strategic responsibilities for scrutiny, evaluation and implementing corrective action. Whenever possible and with due regard for any sensitive information discussed by the committee, reports will be shared in common across the schools.

Meetings will be minuted and actions tracked in order that trustees have the necessary oversight to ensure effective governance.

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The Staffing Committee will provide support and challenge to the leadership of the Executive Officers in the trust responsible for the performance of staff and to hold them to account in relation to the all aspects of performance management and remuneration, including:

- performance of teaching staff
- pay progression and benefits packages for staff
- staff discipline and attendance

This will have a particular focus on the requirements of The Mast Academy Trust with regard to its agreed scheme of delegation and the requirements of the Academies Financial Handbook.

These Terms of Reference aim:

- To support the Board of Trustees in fulfilling statutory duties.
- To support the strategic role of the trustee body.

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- To provide a framework for effective self-evaluation, reviewing, support and challenge by linking the work of committees to key priorities in the trust's strategic plan.

Scope of Committee – Scheme of Delegation

The Staffing Committee refers to scheme of delegation for the terms of reference relating to their function and activities:

- HR Management
- Recruitment

Refer to Appendix A for specific details.

Scope of Committee – Policies

The Staffing Committee will review and provide approval recommendation to the Board for the below policies:

- The Mast Academy Code of Conduct
- The Mast Academy Grievance Policy
- The Mast Academy Staff Capability Policy
- The Mast Academy Disciplinary Policy
- The Mast Academy Trust Pay Policy
- The Mast Academy Trust NQT Induction Policy
- The Mast Academy Safer Recruitment Policy
- The Mast Academy Leave of Absence Policy
- The Mast Staff Attendance Policy
- The Mast Academy Trust Personal relationships at work policy
- The Mast Appraisals Policy
- The Mast Academy Trust Executive Pay Policy

Relationship with other Committees

This Committee should have strong links both with the Board of Trustees and the Standards and Effectiveness Committee. It is therefore recommended that at least

one trustee should be a member of the other committees mentioned to ensure joined up decision making and thinking.

The Staffing Committee must receive the reports of the Standards and Effectiveness Committee on the effectiveness of the educational programme for any actions required to be taken in a timely manner.

Terms of Reference review

These Terms of Reference should be reviewed on an annual basis as a minimum. Executive Officers will be expected to keep up to date with statutory and other changes on an ongoing basis in order to ensure trustees are kept well informed of such changes and their impact on these Terms of Reference.

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APPENDIX A: Scheme of Delegation for the Staffing Committee

The roles of the key stakeholders and their responsibilities to the Staffing Committee as identified by the Scheme of Delegation.

CEO
Responsible
HR management
Has the authority to dismiss, any member of staff across the Trust.
Performance management of the Headteachers of each school.
The CEO participates in appeal hearings for HR related policies such as grievance, capability or disciplinary process.
To appoint, suspend and dismiss members of the Executive Team.
Recruitment
Recruitment and appointment of the Headteachers of schools and consulted on the recruitment of Senior Leaders.
Executive Team
Consulted
Recruitment
As invited to do so; support the Headteacher by joining appointment panels or otherwise contribute to the appointment process of senior leadership team members.
Responsible
HR management
Audit and review each school's procedures as appropriate.
Implement and monitor the performance management programmes across the whole Trust.
Lead the strategic vision and provides professional support for performance management across the whole Trust.
Provides HR support in all HR related matters.
Recruitment
Monitor the Single Central Record and statutory compliance with respect to training for safer recruitment on behalf of the Boards.
Provide the Boards and schools with professional HR support and advice relating to the recruitment of staff.
Provide the Boards with administrative support in the recruitment of Headteachers and senior staff.
Trust Board
Responsible
Recruitment
Ratify the appointment of Headteachers.

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