TERMS OF REFERENCE
FOR STAFFING COMMITTEE

ST PETER'S C. of E. SCHOOL
BIRMINGHAM
B17 OBE

All terms of reference need to be annually reviewed, updated and approved by the full GB.

1. Membership

1.1 The membership shall be at least 4 governors plus the Head Teacher in her voting capacity. The committee members can ask the governing body to appoint up to 2 non-voting members with appropriate skills.

2. Quorum

2.1 The quorum shall be three voting members, excluding the Head Teacher

3. Meetings

3.1 The committee will meet at least once a term. (3 times a year)
3.2 Any additional meetings will be called as necessary; at least 7 days notice must be given when calling a committee meeting.

4. Minutes

4.1 Internal arrangements for taking and distributing the minutes will operate, excluding the Head Teacher.
4.2 The minutes of this committee may be withheld until the end of an Appeals Procedure in order to avoid prejudicing a vote.

5. Chairing

5.1 The committee shall elect a Chair and Vice Chair annually.
5.2 The Chair will be responsible for drawing up the agenda and distributing to committee members at least 7 days in advance.

6. Reporting to the Governing Body

6.1 The Chair will report to the full governing body on main decisions taken and any recommendations that the governing body needs to vote on.

7. Responsibilities

The Governing Body of St Peters CE School has delegated the following duties and responsibilities to the staffing committee:

7.1 The Committee will be responsible for the appointment and promotion of staff (other than the Head Teacher and Deputy Head, where special arrangements apply) in accordance with the LA's policies and procedures.

7.2 Review and recommend for adoption the LA's procedure for staff discipline, grievances and redundancy and ensure that all staff are aware of them.

7.3 Consider applications from the staff for secondments, leave of absence, early retirement and extension of sick pay.

7.4 Monitor staff absences in line with LA procedures

7.5 Review and determine the staffing structure of the school to ensure that it meets the requirement of the National Curriculum and is in line with the School Development Plan.

7.6 Carry out an annual audit and review of staffing structure including a review of staff numbers, responsibilities in relation to scale and allowances for all staff members (teaching and support). (This will be held jointly with Finance annually).

7.7 Ensure that the LA's arrangements for Staff Performance Management is adhered to.

7.8 Advise the Governing Body on all matters of personnel policy.

7.9 Agree to undertake relevant training to keep up-to-date with National and local trends and policies.