

“Ensuring the sound, proper and effective use of the financial resources of the school.”

GOVERNORS’ STAFFING COMMITTEE

TERMS OF REFERENCE



Membership

The Staffing Committee will comprise two governors who should not work at the school and the Headteacher, namely:

Ms Hannah Hamid, Mr Richard Puttnam and Mrs M. Ziane (Headteacher).

The Staffing Committee may co-opt additional, non-voting members.

The Chairperson of the Staffing Committee is Ms H Hamid; when the Chairperson is absent, members of the committee present will elect an acting Chairperson. The Chairperson must be a governor and must not be employed at the school.

Quorum

In order for business to proceed two governor members of the Staffing Committee (excluding the Headteacher) need to be present.

Meetings

The Staffing Committee shall meet as necessary, but not less than once per year.

An agenda will be circulated at least 5 days before the Staffing Committee's meeting date.

Each meeting of the Staffing Committee will be minuted. Any decision taken by the Committee will be reported by the Chair of the Staffing Committee at the next Governors' meeting. The authorised minute taker is Mrs P. Thornton, when the minute taker is absent then the members of the Committee will elect an authorised minute taker. Once the minutes have been agreed and signed as accurate, they will be circulated at the next Governors' meeting.

When discussing the Headteacher's post, at least one member of the Headteacher's Appraisal Review Committee must be present. The Headteacher will be asked to leave the meeting during these discussions.

Responsibilities

The Governing Body delegates the following responsibilities to the Staffing Committee:

- a) To ensure that the school is staffed sufficiently for the fulfilment of the school's improvement plan and the effective operation of the school.

Last Review: September 2025

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- b) To establish and oversee the operation of the school's Appraisal Policy, however, the arrangements and operation of the school's appraisal procedures for the Headteacher are delegated to the Headteacher's Appraisal Committee.
- c) To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- d) To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- e) In consultation with staff, to oversee any reorganisation process leading to staff reduction, in line with local advice/policy.

Review

These Terms of Reference will be reviewed as required but at least annually.

Signed: _____ (Chair of Governors)

Date: