HEYES LANE PRIMARY SCHOOL
STAFFING COMMITTEE REMIT

Purpose of Committee

Staffing committee will be concerned with all matters relating to the staffing of the school including the recruitment, deployment, retention and development and welfare of all the school's staff.

Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

Disqualification – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

These terms of reference agreed by the Governing Body	**Date: 16/9/24**

Name of Governor/Associate Member	**G/AM**	**Date Appointed to the Committee**
Mr A Allen	G	16/9/24
Mrs S Harkin (Head)	G	16/9/24
Mr D Hope	G	16/9/24
Mrs C Lucas	G	16/9/24
Vacancy		

Chair of the Committee	Mrs C Lucas
Clerk to the Committee	Mrs Denise Clark
Quorum	4
Date Committee established	16/9/24
Date of review	September 2025