



**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: 21/09/2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs D Knowles (Chair)	G	21/09/2020
Ms S Foord (Head)	G	21/09/2020
Mr T Meacock	G	21/09/2020
Mr O Gover	G	21/09/2020
Mr D Hope	G	21/09/2020

Chair of the Committee	Mrs D Knowles
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Clerk to the Committee	Mrs Denise Clark
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Quorum	3
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Date Committee established	21/09/2020
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Date of review	September 2021
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Staffing Committee Policy Responsibilities	Next Review Date
Attendance and Absence of Staff Policy	Reviewed Autumn 2019*
Capability of Staff Policy	Reviewed Autumn 2019*
Disciplinary Procedure	Reviewed Autumn 2019*
Flexible Working Policy	Reviewed Autumn 2019*
Gifts and Hospitality Policy	Summer 2022
Grievance Procedure	Reviewed Autumn 2019*
Leave of Absence Scheme	Reviewed Autumn 2019*
Organisational Change Procedure	Reviewed Autumn 2019*
Staff Discipline, Conduct and Grievance Policy and Procedures	December 2021
Statement of Procedures for Dealing with Allegations of Abuse against Staff	Reviewed December 2018
Teacher Appraisal Policy	Autumn 2019
Teachers Pay Policy	Autumn 2020
Whistleblowing Policy	Autumn 2021

*Adopted latest available Trafford policy