



Human Resources Committee Terms of Reference

1. To review and monitor the staffing provision of the school to deliver the curriculum within the budget.
2. To review the process for staff appointments and coordinate governor involvement as required.
3. To co-ordinate the process for Headteacher appointments.
4. To incorporate the functions & decisions of the Pay sub-Committee, in accordance with legal requirements and the current Pay policy. The Pay sub-Committee:
 - i. consists of the non-staff governors who sit on the HR Committee, (excluding the Chair of Governors).
 - ii. is responsible for determining the Headteacher's pay, following the Annual Performance Review and for agreeing pay for the Senior Leadership Team, taking into account the Head's recommendations. Decisions regarding movement of staff to the upper pay spine are delegated to the Headteacher, who reports to the Governing Body on their relationship to, and impact on, teaching and learning.
5. To review and monitor staff performance and related pay decisions in accordance with the pay policy.
6. To review and monitor Continuing Professional Development programme for staff.
7. To review and monitor Staff and Headteacher well-being.
8. To review and monitor the succession planning for the Senior Leadership Team.
9. To instruct the Governors' Performance Management sub-Committee to set objectives and review the Headteacher's Performance to reflect the delivery of strategy and pursuit of excellence. (3 non-staff governors from the HR Committee are appointed).
10. To support *ad hoc* Governor Panels for Staff Disciplinary Committee and Staff Disciplinary Appeals Committee.
11. To review and agree the following policies and monitor their implementation:
 - a. Equal Opportunities Policy
 - b. Grievance Policy and Guidance

- c. Pay Policy
- d. Physical Intervention Policy
- e. Recruitment and Selection Policy
- f. Redundancy (Policy and Procedure for handling Staff Redundancies) Policy
- g. Staff Capability Policy
- h. Staff Code of Conduct Policy
- i. Staff Training and Development Policy
- j. Staff Disciplinary Policy
- k. Staff Family Care Policy
- l. Staff ICT Acceptable Use Policy
- m. Staff Sickness Absence Policy
- n. Support Staff Annual and Special Leave
- o. Support Staff Performance Management Policy
- p. Teaching Staff Performance Management Policy
- q. Whistleblowing Policy

12. To offer a confidential forum for SLT members to discuss any staff issues.

Reviewed and approved October 2016