



SCHOOL GOVERNING BODY

EMPLOYMENT & RECRUITMENT COMMITTEE

TERMS OF REFERENCE

1 Membership

The membership of the Committee shall consist of not less than three Governors, to be appointed annually by the Governing Body. The Headteacher (Executive) has the right to attend all Committee Meetings. Members of staff may be invited to attend at the discretion of the Committee.

The list of Committee members is available on the school's website or from the Clerk on request.

2 Quorum

The quorum for meetings of the Committee shall be three Governors.

3 Frequency of Meetings

The Committee shall meet at least five times per year.

4 Terms of Reference

- 4.1 In consultation with the headteacher (executive) to advise the Governing Body and make decisions on matters relating to the employment, recruitment and retention of staff. To make recommendations, as appropriate, to the Finance Committee and/or Governing Body.
- 4.2 The appointment of staff, except to the posts of Headteacher (Executive), Headteacher (Operational), Deputy Headteacher, Assistant Headteacher or where responsibility has been delegated to the Headteacher (Executive) in accordance with the school's appointments procedure.
- 4.3 To approve the staffing complement and shadow staffing structure (both teaching and non-teaching) for the school.
- 4.4 To ensure that pay and appraisal policies are adopted by the Governing Body in accordance with statutory direction and other relevant guidance. To review the pay and appraisal policies annually.
- 4.5 To ensure that the necessary arrangements are made for the annual appraisal and salary review of teaching & support staff in the school and an up-to-date job description is available for each member of staff.

- 4.6 To receive information from the headteacher (executive) on the implementation of performance/appraisal management.
- 4.7 To monitor and review staff development policy and ensure that provision is made for the continuing professional development (CPD) of staff.
- 4.8 To monitor and review all staff related policies including Grievance, Discipline and Redundancy.
- 4.9 To review the school's policy and practice on pupil recruitment and retention.
- 4.10 To review the school's strategies on Advertising, Marketing and Publicity including Primary Liaison.
- 4.11 To report the Committee's resolutions and recommendations to the ensuing meeting of the Governing Body.
- 4.12 To determine any other matters referred to the Committee by the Governing Body.
- 4.13 To document meetings through minutes which should be available to all Governors.
- 4.14 To liaise, through the appointed member of SMT with the school on a regular basis.
- 4.15 To monitor and review the relevant sections of the School Development/Action Plan.
- 4.16 To monitor and review designated School Policies.
- 4.17 To liaise with other Committees on relevant issues; to report to Full Governing Body meetings.
- 4.18 To ensure key information as required by the School Information regulations is published online.