

ROYAL ALEXANDRA ROYAL ALEXANDRA AND ALBERT SCHOOL

STAFF MATTERS

TERMS OF REFERENCE

The Committee is to:

1. Consider and approve all personnel policies and procedures ensuring that all such policies are current and appropriate, conforming to current legislation.
2. To approve the staffing establishment and recommend any appropriate changes to the staffing provision of the School/Foundation, including the management structure. Ensure that staffing arrangements are reviewed as necessary in relation to school development/improvement plan
3. In conjunction with the Headteacher, to consider and plan the succession of the Senior Leadership Team.
4. Monitor the implementation of the pay policy for all staff except members of the SLT.
5. Monitor the implementation of staff appraisal and performance management policies.
6. Ensure the school strategic plan for continuing professional development is implemented
7. To oversee and review arrangements for staff well being. This could include consideration on staff attendance and illness, staff exit interviews and surveys of staff views
8. Ensure all legal obligations regarding personnel matters are complied with.
9. The Chair of the Committee to alert the Governor responsible for safeguarding of any safeguarding matters identified by the Committee.

Membership: Five governors including two members of the Foundation Board plus the Headteacher.

Quorum: Three governors, one a member of the Foundation Board, plus the Headteacher

The Chair has a casting vote, where required.

In attendance: Bursar, as required and Clerk (minute secretary)

Frequency: Termly

Reporting to: The Governing Body, and when appropriate the Foundation Board and other committees as necessary