



## Staffing and Admissions Committee

### Role and purpose of the committee

To ensure the school staffing complement supports the school's aims and ethos and is affordable.

To ensure that all recruitment, and especially recruitment to the school's leadership team, supports the school's Christian vision and distinctiveness.

### Formalities

The Staffing Committee

- will meet at least three times per year
- operates with a quorum of three governors (which can include the head teacher)
- can include other members of the governing body who are also members of staff, but they will be excluded from any discussions about staff pay
- will produce an agenda and minutes for each meeting for circulation to the Governing Body

### Remit of the committee

In consultation with the head teacher and full governing body where necessary:

1. To determine staffing levels and leadership structure.
2. To provide support, guidance and accountability for the headteacher on all personnel matters.
3. To review the school pay policy and its implementation in line with statutory regulations and guidelines, refer any financial implications to the finance committee and report back to the Governing Body.
4. To consider the headteacher's recommendations on teachers' salaries in line with the school pay policy.
5. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues.
6. To review the school appraisal policy and its implementation in line with statutory regulations and guidelines and report back to the Governing Body; and to scrutinise appraisal outcomes.
7. To review and monitor the school's CPD policy and practices and to monitor the impact of CPD in developing skills and performance as well on career progression.
8. To ensure, along with the Behaviour and Safety governors committee, that DBS and other statutory pre-employment checks are carried out satisfactorily and appropriate records are kept.
9. To oversee the recruitment and appointment procedure for all staff,
10. To delegate some appointments or parts of the appointment process to the head teacher in line with the committee's agreed 'recruitment procedures and roles' document.
11. To ensure policies are in place for staff discipline and grievance, capability, sickness absence and redundancy in line with statutory and LDBS guidance.
12. To keep under review staff work/life balance, working conditions and well-being, including the termly monitoring of staff absence.
13. To ensure, in employment terms, that the Governing Body meets the requirements of the Equality Act.
14. To carry out annual consultation with staff members, including exit interviews.
15. To provide a quorum of three governors for disciplinary/grievance panels (if governors are not already disqualified through confidentiality issues)

### Relevant policies/documents

- Pay policy
- Appraisal policy
- Continuing Professional Development Policy
- Staff discipline and grievance
- Capability

- Sickness absence
- Redundancy
- Equality policy and plan
- PPA policy
- Work life balance
- Social media policy

**SEF** – relevant sections of Leadership and Management section

**Date of agreement of these terms of reference**

– to be reviewed in first committee meeting of each academic year

**Admissions**

The members of this committee also have responsibility for Admissions and will make requests for other members of the Governing Body to assist with this when necessary and appropriate.

**Remit:**

- To organise the applications in order of the agreed admissions criteria
- To deal with admissions appeals in line with LA and statutory guidance
- To discuss, draft and then bring any proposed changes in admissions criteria to the full governing body
- To monitor the criteria under which places are offered for each Reception class in order to ensure diversity within the school population and stay in keeping with the school's original Trust Deed
- To monitor the administration of waiting lists for places at the school
- To monitor data on children leaving and joining the school through a termly report

Most recent review and agreement: 15.10.20