

Lily Lane Primary School
Staffing Committee
Constitution and Terms of Reference
Academic Year 2018-2019

Membership

The governing body shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

Chairing

The full governing body will appoint the Chair of the committee.

Attendance

Members of the committee, the Head Teacher (if not a member), and the clerk to the committee have a right to attend committee meetings. The governing body or committee may allow other persons to attend.

Quorum

The quorum for committee meetings shall be 50% of the number of governors who are members of the committee, rounded up to the nearest whole number.

Meetings

The committee shall meet as required.

Clerking

The governing body shall appoint a clerk to the committee. Committee members may act as clerk in the absence of the formally appointed clerk.

Terms of Reference

1. To keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
2. To establish a salary policy for all categories of staff and to be responsible for its administration and review;
3. To establish and review a Performance Management policy for all staff;

4. To make recommendations on personnel related expenditure to the Finance Committee;
5. To consider any appeal against a decision on pay grading or pay awards;
6. To make any determination to dismiss any member of staff (unless delegated to the Headteacher);
7. To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action;
8. To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (unless delegated to the Headteacher);

Agreed by the Governing Body of Lily Lane Primary School at the meeting

On 27.9.18

Signed: *R TAVERNOR* **Chair of Governors**