



TERMS OF REFERENCE FOR THE STAFFING AND PUPIL WELFARE COMMITTEE

Membership :

- Chair of Governors
- Head Teacher
- Chair of the Staffing & Pupil Welfare Committee
- Safeguarding & Anti Bullying Governor
- SEND Governor
- Online Safety Governor

The Designated Safeguarding Lead, SENCO, AHT for Personal Development or PP lead may be invited for general discussions. The Deputy Head may also attend any Staffing and Pupil Welfare Committee meeting as a non-voting observer

Quorum:

Shall not be less than three governors including the Head Teacher.

Frequency of Meetings:

Once a term. All meetings are to be fully minuted.

Terms of Reference:

1. To ensure that the school establishes and maintains clear personnel policies that are in accordance with relevant national legislation and current good practice relating to retention, discipline and grievance, dismissal and redundancy;
2. To oversee the development and operation of the school's appraisal scheme for the support staff, and the performance management scheme for the teaching staff
3. To establish and review on a regular basis administrative arrangements for personnel matters, whether carried out internally or by external agencies;
4. To establish and review on a regular basis arrangements for obtaining professional and legal advice in personnel matters;
5. To keep under review staff work/life balance and working conditions and well being of all staff, noting the particular demands on the SMT
6. To keep under review the well being of all pupils, including the monitoring of attendance
7. To make arrangements to ensure that selection panels are available at short notice for appointments that are not delegated to the Headteacher;
8. In the case of Headteacher and Deputy Headteacher appointments, to support the Appointments Committee in drawing up the job description, person specification, advertisement and relevant information for applicants prior to selection for interview.
9. To ensure that the school carries out its responsibility for the safeguarding and welfare of the children at the school by its compliance with local and national policy and its commitment to best practice procedures
10. To establish and review on a regular basis the effectiveness of the school's arrangements for delivering the five outcomes of the 'Every Child Matters' agenda

Delegated Responsibility:

1. To review delegated policies
2. To review the policy and provision for sex and relationships education, and to make recommendations to the Governing Body
3. To review the policy and provision for drugs education, and to make recommendations to the Governing Body

Reviewed January 2023