

# **AYLSHAM LEARNING FEDERATION**

## **HUMAN RESOURCES & PERFORMANCE DEVELOPMENT COMMITTEE**

### **Terms of Reference**

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within its agreed terms of reference and on any other matters the GB may delegate at other times. The GB retains the right to alter any decision taken by the committee.

#### **Membership**

All governors will be members of the committee but there will be a core group of 3 governors, the Executive Headteacher and the Heads of School; if the Executive Headteacher cannot attend he will nominate a substitute.

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

The GB may appoint Associate Members to the committee who will have the right to vote on committee resolutions in accordance with any restrictions placed upon them by the GB.

The majority of members of the committee shall be governors. A meeting may not proceed where the number of Associate Members present is greater than the number of governors who are committee members.

#### **Chairing**

The GB will appoint a Chair of this committee at its last meeting of the academic year.

#### **Quorum and voting**

The quorum for the committee's meetings will be 3 governors; Associate Members are not counted towards the quorum. Only governors who are members of the committee and Associate Members who are members of the committee may vote on matters considered by the committee.

#### **Attendance**

Members of the committee, the Executive Headteacher and Heads of School and the Clerk to the committee have the right to attend all committee meetings; other governors, members of the Senior Leadership Team(s) and visitors may attend by invitation.

#### **Meetings**

The committee shall meet at least once a term and more frequently if required. Dates for meetings will be agreed at the last meeting of the GB in the academic year. The committee shall not meet without the Executive Headteacher or a substitute nominated by him being present.

## **Clerking**

The GB shall appoint a Clerk to the committee. Committee members but not the Executive Headteacher or the Heads of School may clerk the meeting in the absence of the appointed Clerk.

## **Reporting**

The Chair of the committee (or the Vice Chair in the absence of the Chair) shall report to the GB at its termly meetings on the business of the committee.

## **Terms of Reference**

### **1. Policy**

- a) To ensure that all relevant statutorily required policies and government guidance are adopted and implemented in the federation, and to ensure that other policies and practices that promote a healthy and safe environment, strong working relationships, non-discrimination and open and honest communication at all levels are set in place.
- b) To consider adopting the LA's model personnel policies and procedures, with any reasonable adjustments.
- c) To monitor and review, via a regular programme, all staffing policies and procedures.

### **2. Progress**

- a) To monitor progress against priorities in the School(s) Improvement and Development Plan.
- b) Following inspection, to monitor progress on the relevant key issues for action.

### **3. Staffing**

- a) To review the staffing structure annually at first meeting of the academic year in relation to priorities for school improvement.
- b) To agree procedures for the appointment of federation staff, in line with any current School Staffing Regulations, as follows:
  - For the appointment of the Executive Headteacher; the GB will agree the selection panel of a **minimum** of three full governors, who will select candidates for interview, carry out interviews, and recommend to the GB an interviewee for appointment. In law, the GB retains the right not to accept the recommendation.
  - The GB delegates authority to the Executive Headteacher for the appointment of staff as follows:
    - For the appointment of the Heads of School and for appointments to the senior leadership team(s), a governor will be invited to participate in the recruitment process as described above.
    - For appointments to specialist positions, a governor will be invited to participate in the recruitment process if they have relevant expertise.
    - For all other appointments including class teachers the Executive Headteacher will agree the membership of the recruitment panel.
    - Under this delegated authority the Executive Headteacher will take into account the views of the members of any recruitment panel but the final decision in making an appointment rests with him.
- c) To ensure, via the Executive Headteacher, that every member of staff has a job description, which is reviewed annually at appraisal, and that job descriptions are reviewed when vacancies occur.
- d) To hold the Executive Headteacher to account for all staffing appointments by receiving reports on the quality of staff performance.

- e) To oversee the process leading to staff adjustments. To agree procedures for appeals against dismissal from school staff, in line with any current School Staffing Regulations.
- f) To agree procedures for hearing other staff grievances and appeals.
- g) To monitor and safeguard staff work/life balance, absences, working conditions and well-being.

#### **4. Performance**

- a) To establish a Performance Management Policy and Pay Policy for the federation, and to review this annually.
- b) To ensure that the appraisal system is in operation across the school, and that this supports staff training and development.
- c) To ensure teachers' pay increments are approved in line with the relevant policies.
- d) To ensure that staff salary increases equate to levels of performance.
- e) To ensure that the annual appraisal assessment of the Heads of School is completed by the Executive Headteacher.
- f) To ensure that 2 governors conduct the Annual Appraisal Assessment of the Executive Headteacher. This group is to ensure that:
  - at the assessment meeting agreement is reached between the governors, Head and external adviser on the quality of the Head's performance against agreed relevant National Standards and agreed objectives;
  - there is agreement on the Standards to be used the following year, and the specific objectives to be set;
  - a recommendation, based on the assessment outcomes, about any salary increase for the Executive Headteacher, is passed to the Business Management and Finance Committee for consideration.

#### **5. Safeguarding**

- a) To ensure that the federation follows Safer Recruitment practices, and has a formal induction process for all new staff.
- b) To ensure that least two members of the GB hold current pass certificates in Safer Recruitment training, and to refresh this every 5 years as required.
- c) To ensure that all required safeguarding checks are carried out for new members of staff, and that the school(s) maintains a Single Central Record relating to required safeguarding issues.

#### **6. Reporting**

- a) The Chair of committee, or substitute, to report to the full GB at each of its meetings.