

**WIGAN LEARNING PARTNERSHIP**

**TERMS OF REFERENCE**

Name of Committee	<b>HR Committee</b>
Quorum	<b>The Quorum for the Committee shall be 2 Governors</b>
Notes	<b>During discussions relating to individual staff pay and conditions, any member of the Committee employed at the school must withdraw</b>
Meetings	<b>The Committee will meet as required</b>
Delegation	<b>The Committee does have delegated powers</b>
Committee Chair	<b>Appointed by the Governing Body as Conor Davies</b>
Clerk to the Committee	<b>Mrs Suzanne Strong</b>
Minutes	<b>Approved by the Committee</b>
Reporting Arrangements	<b>Draft minutes will be received by the Governing Body at its next meeting</b>
Date Adopted	<b>3rd October 2019</b>

ACADEMY STAFFING STRUCTURE AND POLICY FRAMEWORK			
DELEGATED FUNCTIONS		ADVISORY FUNCTIONS	
Functions	Indicate if Selected	Functions	Indicate if Selected
To approve and review all the Governing Body's local policies and procedures relating to employment practice	✓	To review and recommend for approval by the Governing Body all its local policies and procedures relating to employment practice.	
To review as appropriate or when a vacancy occurs, the staffing structure to the current and future needs of the school as identified in the School Improvement Plan and make appropriate amendments	✓	To review as appropriate or when a vacancy occurs, the staffing structure to the current and future needs of the school as identified in the school Improvement Plan and make recommendations to the Governing Body in respect of any amendments	
To monitor the implementation of the policies and procedures in practice, evaluate impact and recommend future changes as appropriate	✓	To monitor the implementation of the policies and procedures in practice, evaluate impact and recommend future changes as appropriate	
		To ensure all school employees are aware of the Governing Body's personnel policies and procedures	✓
PERFORMANCE MANAGEMENT			

<b>DELEGATED FUNCTIONS</b>		<b>ADVISORY FUNCTIONS</b>	
<b>Functions</b>	<b>Indicate if Selected</b>	<b>Functions</b>	<b>Indicate if Selected</b>
To monitor and review and approve any amendments to the School's Performance Management Policy	✓	To monitor and review and make recommendations to the Governing Body on any amendments to the school's Performance Management Policy	
		To monitor and review the implementation of the School's Performance Management Policy	✓
To ensure each teacher's performance over the previous academic year is reviewed and performance objectives for the forthcoming year are set.	✓	To advise the Governing Body on its responsibility in ensuring that each teacher's performance over the previous academic year is reviewed and performance objectives for the forthcoming year are set.	
To ensure each member of support staff has their performance over the previous academic year reviewed and performance objectives for the forthcoming year set.	✓	To advise the Governing Body on its responsibility in ensuring that each member of support staff has their performance over the previous academic year reviewed and performance objectives for the forthcoming year set.	

## APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL

In those circumstances where it has been agreed that the Headteacher will take the initial decision in the application of the procedures identified in the table below, three members of the Committee will act as the appeal committee.

PROCEDURE	INITIAL DECISION TO BE TAKEN BY THE HEADTEACHER	INITIAL DECISION TO BE TAKEN BY THREE MEMBERS OF THE STAFFING COMMITTEE
To consider and make decisions that could result in the compulsory redundancy of an employee	✓	
To consider and make decisions that could result in the termination of employment of an employee on the grounds of performance capability	✓	
To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health	✓	
To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee	✓	
To consider and make decisions relating to staff grievances not involving the Headteacher	✓	
To consider and make decisions relating to staff grievances involving the Headteacher		✓

**APPOINTMENTS TO POST OTHER THAN HEADTEACHER AND DEPUTY HEADTEACHER**

<b>DELEGATED FUNCTIONS</b>		<b>ADVISORY FUNCTIONS</b>	
<b>Functions</b>	<b>Indicate if Selected</b>	<b>Functions</b>	<b>Indicate if Selected</b>
Members of the Committee will participate in the appointment of staff in accordance with the delegation of the grid below	✓		

<b>LEVEL OF POST</b>	<b>HEADTEACHER / SENIOR MEMBER OF STAFF</b>	<b>STAFFING COMMITTEE INVOLVMENT</b>	<b>OTHERS WHO MAY BE INVOLVED</b>
Leadership Team ** HEADTEACHER TO APPOINT	✓	At least one member of the committee	✓
Main Scale Teachers ** HEADTEACHER / DEPUTY HEAD	✓		✓
Classroom Support Staff	✓		✓
Administrative/ Other Staff ** HEADTEACHER TO APPOINT <b>G7 &amp; ABOVE</b>	✓		✓
Cleaning and Maintenance Staff	✓		

## ADMINISTRATIVE FUNCTIONS

Ensure there are effective clerking arrangements for the Committee

Ensure that the Committee receives relevant, accurate, timely and user friendly reports of the staffing issues ten days prior to the meeting

Ensure decisions, including any changes are clearly minuted

To ensure that a register of pecuniary interest is maintained and reviewed annually and that any declarations are recorded at each meeting

Ensure that governors and particularly committee members receive appropriate training