

**THORNEY ISLAND COMMUNITY PRIMARY SCHOOL**

**GOVERNORS' STAFFING COMMITTEE**

**MEMBERSHIP AND MEETINGS**

The committee shall meet at least once a term. It shall consist of seven governors including the Headteacher. Three governors shall comprise a quorum.

**TERMS OF REFERENCE**

The committee has the following responsibilities:

1. To draw up a shadow staffing structure and regularly review existing staffing against it.
2. To carry out an annual review of staffing, including a review of the salaries of teaching and non-teaching staff, and to submit recommendations as necessary on staff numbers (both teaching and non-teaching), salary scales and allowances.
3. To monitor the deployment of supply teachers, students, temporary staff and ancillary staff (delegate to the Headteacher).
4. To make all necessary arrangements for the appointment of the Headteacher and the Deputy/Assistant Headteacher by the governing body.
5. To arrange, when necessary, an Appointments Panel of at least two governors and the Headteacher to deal with the appointment of a teacher and for any disciplinary hearings.
6. To show concern for all staff and their welfare and to follow, where necessary, laid down grievance procedures relating to their employment and disciplinary matters.
7. To maintain an overview of the process of Teacher Appraisal and to review the performance of the Head Teacher alongside an external advisor.
8. To consider applications from all staff for flexible working arrangements in line with local and national policy.

Date Agreed: 14 September 2023

Signed by Chair of Staffing Committee: Chris Hallam