

Lytchett Minster School
STAFFING AND STRATEGIC PLANNING COMMITTEE

MEMBERSHIP AND TERMS OF REFERENCE (Reviewed by this Committee on 28th November 2016)

DELEGATED POWERS TO THE STAFFING AND STRATEGIC COMMITTEE (added 05/12/16)

The board of governors, at the Main Governing Body Meeting, has granted the Staffing and Strategic committee, where applicable, the power to ratify their own policies without the requirement for further ratification at the MGBM.

Membership - Chairman of Governing Body (Chair), Vice Chairman of Governing Body and Chairmen of Permanent Governing Body committees (Pastoral, Finance, Site and Services, Curriculum). If the Chair of Governors is also the Chair of a committee, then the Vice Chair of that committee should also be in attendance.

Terms of Reference

1. To review annually (normally at the meeting in the Summer Term) the Teacher's Pay Policy for Lytchett Minster School and to operate in all matters within this pay policy.
2. The appointment of academic staff and variation of the staffing structure, taking account of recommendations of other relevant committees. Determination of the composition of interviewing panels.
3. The determination of staff pay and conditions, identifying any achievements or duties requiring particular reward.
4. Consideration of possible cases of redundancy, premature retirement, and other termination of employment of staff.
5. Consideration of matters of staff discipline and grievance. (Pastoral Committee to be consulted).
6. To review annually the position on the salary spine of Headteacher, Deputy Headteachers and Assistant Headteachers.
7. To liaise with teacher associations and to consult with staff through the normal staff consultative arrangements.
8. To ensure an appropriate programme of Governor Development exists and to consider governor recruitment to vacancies.
9. The determination of and to consider all staffing related policies (mandatory policies – Teachers' Pay, Appraisal, Allegations of Abuse against Staff).
10. To review annually the HR and legal services purchased by the school.
11. To identify, research and analyse issues of strategic importance to the school and produce appropriate papers and proposals for the consideration of the Governing Body.
12. To monitor and review the School Development Plan as delegated by the Main Governing Body

Delegated Powers

Determination and variation of staffing structure within the established budget, in consultation with the Headteacher.

The Staffing Committee shall form the panel for interviewing candidates for Headteacher, Deputy Headteachers and Assistant Headteachers. The Headteacher shall be included in any interviewing panel for a Deputy Headteacher and Assistant Headteacher appointment.

Policies relating to the Staffing and Strategic Planning Committee may be ratified during a committee meeting with no requirement to be taken to the Main Governing Body Meeting (with the exception of Instrument of Government, Staff Discipline, Conduct and Grievance).

Appointments and Promotions

Appointment of staff is delegated to the Headteacher except in the case of appointment of Assistant Headteachers, Deputy Headteachers and the Headteacher.

The Staffing Committee meets once per term and has a quorum of three “core” committee members.