

GORSEYBRIGG PRIMARY SCHOOL

GOVERNOR STAFFING COMMITTEE

1 MEMBERSHIP

- 1.1 To comprise of a minimum of 3 Governors, in addition to the Headteacher, as delegated by the full Governing Body at the first ordinary meeting of the school year.
- 1.2 Any member of the Governing Body may attend the committee, except for employees of the school when the committee is discussing matters of a direct personal interest.
- 1.3 The Senior Area Education Officer or his representative should be entitled to attend meetings, unless the full Governing Body resolves to exclude him/her.
- 1.4 The full Governing Body may invite non governors to attend committee meetings but non governors shall not vote on any issue.
- 1.5 Those with a direct personal interest at any time in the business of the meeting may be advised by the Chair to withdraw from the meeting.

2 TERMS OF REFERENCE

- 2.1 To determine the staffing complement.
- 2.2 To determine and review overall procedures for appointing staff.
- 2.3 To follow DCC policy and procedures for the absence control, competence, discipline, grievance, suspension and dismissal of staff.
- 2.4 To follow DCC policy and procedures for staff reduction and adjustment.
- 2.5 To follow DCC policy for maternity arrangements.
- 2.6 To determine, implement and review the policy for Stress Management.
- 2.7 To participate in the appointment of the Headteacher and other staff.
- 2.8 To receive recommendations from the Headteacher.
- 2.9 To prepare recommendations for the full Governing Body.
- 2.10 To make recommendations for the Performance Management and Pay Committee and, when appropriate, liaise with that Committee.

3 FREQUENCY OF MEETINGS

- 3.1 To meet at least once a year.
- 3.2 To meet at any time at which there is a need to do so, or when requested by the full Governing Body.

4 ARRANGEMENTS

- 4.1 Members of Committee to receive 7 days written notice of meetings.
- 4.2 At the first Committee meeting of the year, a Committee Chair will be elected.
- 4.3 Meetings to be minuted by the Clerk to the Governors or by one of the Governors present, not the Headteacher, and signed minutes to be kept as a record.
- 4.4 It will be considered a quorum when 3 members are present.
- 4.5 Committee to report to the Governing Body following Committee meetings.

DISCIPLINARY COMMITTEE

In the event of a matter of staff discipline being referred to the Governing Body, members of the Staffing Committee will act as the Disciplinary Committee. Terms of reference and procedures will be as outlined in the Derbyshire County Council Personnel Handbook – Disciplinary Section.