



Adopted by Staffing Committee on 20.9.2021 Item 7

Committee Terms of Reference and Delegated Powers Staffing, Staff Wellbeing and Development Committee

Role

The Governing Body of Whitley Bay High School is given its powers and duties as an incorporated body. The statutory responsibilities of the governing body of a maintained school are detailed in [section 21 of the Education Act 2002](#). Its key roles are to:

1. Oversee the formulation, development and review of all policies relating to the employment of staff within the school with due regard to the curriculum needs of the students and to bring such matters to the attention of the full Governing Body.
2. act as a 'critical friend' to the Headteacher by providing advice, challenge and support.

Whitley Bay High School Governing Body delegates these roles to the Staffing, Staff Wellbeing and Development Committee which may take decisions within a scope of delegation and recommends other matters to the Governing Body for approval.

Term

The Terms of Reference are effective from Sept 2021. The committee is a standing sub-committee of the Governing Body. The Chair and Vice Chair are appointed annually, membership may vary according to the requirements of the Governing Body and subject to the terms of office of individual members.

Membership

The Staffing, Staff Wellbeing and Development Committee will comprise the following voting members and the clerk:

- Naomi Oosman-Watts – Co-opted Governor (Chair)
- Paul Ridley – Parent Governor (Vice-Chair)
- Jonathan Matthews – Parent Governor
- Adam Rule – Co-opted Governor
- Steve Wilson – Headteacher
- Steve Williams – Assistant Headteacher/ Advisor/ Clerk

Roles and Responsibilities

The committee is accountable for:

- ensuring that the school is staffed sufficiently for the fulfilment of the School's development plan and the effective operation of the school.
- support and advise the Headteacher and Governing Body on all staffing related matters
- shall be responsible for the formulation, development and review of all policies relating to the employment of staff within the school.
- reviewing and oversee the operation of the School's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- reviewing a Pay Policy for all categories of staff.
- ensuring that staffing procedures (including recruitment procedures) follow equalities legislation.
- annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these. ☐ To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- in consultation with staff, to oversee any process leading to staff reductions.
- working with the School to ensure the strategic outcomes of the School are maintained
- ensuring the measures in place to support the Health, Safety and Wellbeing of staff and students are appropriately defined and adhered to
- keeping up to date with emerging developments and advice from all recognised sources for Staff and their wellbeing
- will consider the potential impact of any Corrective, Disciplinary or Grievance judgement on the policies or processes of the Governing Body.
- reviewing the implications of requirements and advice from the DfE and Local Authority to support the School;
- supporting the School in maintaining effective communications with all relevant stakeholders;
- advising the Chair of Governors, Full Governing Board and any relevant sub-committees on any necessary actions requiring their consideration, approval, review or implementation;

The membership of the Committee will commit to:

- attending all scheduled Staffing, Staff Wellbeing and Development Committee meetings
- sharing all relevant communications and information across all Committee members
- making timely decisions and taking action so as to not hold up the project
- notifying members of the Committee, as soon as practical, of any risks or issues that may impact the delivery of the programme

Members of the Committee will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact members of staff and their well being
- open and honest discussions, without resort to any misleading assertions

Specific Delegated Powers to Salary Review Committee

1. The Salary Review Committee shall, in line with the legal requirements placed on the Governing Body and of the requirements of the Pay Policy of the school:
 - a) arrange for an annual pay review of all staff to be carried out;
 - b) review and develop the above process as necessary;
 - c) The Chair of the Staffing Committee will be one of three Governors that sits on the Salary Review Committee to assess the Headteacher's recommendations for staff pay awards (other than the Headteacher)
 - d) The Chair of the Staffing Committee will be one of the three Governors who sits, with a member of the LA School Improvement Service, to determine suitable targets for the Headteacher, monitor the Headteacher's performance and make pay decisions.
2. The committee shall review and where appropriate approve, on behalf of the Governing Body, the recommendations of:
 - The Redundancy Sub-Committee
 except where such policies are the sole prerogative of the Governing Body

Further delegation of powers to the Headteacher

The Staffing Committee have requested that the following powers be delegated to the Headteacher:

- a) the authority to identify posts, advertise and make appointments without formal reference to the Governing Body or its Committees, providing that they fall within the established staffing structure, teaching and support;
- b) that they do not exceed the establishment figures in the current curriculum and budget plans;
- c) that the costs do not exceed total employee costs in current budget plans.

Meetings

All meetings will be chaired by the Chair or Vice-Chair.

A meeting quorum will be either the Chair or Vice-Chair and three other voting Governor members.

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the Chair recommends a decision to the Full Governing Body. Only Governor members of the committee have a right to vote.

Any possible conflict(s) of interest relating to the agenda must be declared by members at the start of each meeting.

Meeting administration will be provided by the Clerk to the committee, this includes:

- preparing agendas and supporting papers. Agenda items will be set by written submission by members to the Clerk to the Governing Body at least seven days prior to the meeting and will be approved by the Chair in advance of the meeting.
- preparing meeting notes to record the names of those attending, time and place of meetings and any decisions, action points or recommendations to be made to the Governing Body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and upon which to take decisions.

Minutes of committee meetings will be submitted at the next available Full Governing Body meeting and be made available via the Whitley Bay High School SharePoint site.

Items which require a decision by the Full Governing Body will be specified in the committee's agenda.

Meetings will be held twice a term at Whitley Bay High School or virtually over MS Teams or Zoom.

The normal procedures and regulations appertaining to the Full Governing Body shall also apply to the committee.

Amendment, Modification or Variation

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the committee members and subject to the approval of the Governing Body.