**Appendix D**

**Shenfield High School Staffing Committee Terms of Reference**

*Membership*

Minimum of five members including at least one of the staff governors. The Head attends ex officio.

*Chairmanship*

Any governor serving the Committee, except the Head.

*Clerk*

HR Officer.

*Quorum*

Two Governors excluding the Head and staff governors.

*Frequency of Meetings*

Usually at least one meeting to precede each ordinary Governing Body Meeting.

*Minutes*

These will be distributed to members of the Committee and to the Governing Body.

*Terms of Reference*

1. To keep under review policies relating to the employment, recruitment, selection, appointment, promotion, appraisal, grievance, discipline, redundancy and early retirement, remuneration and terms and conditions of employment of all staff.
2. To recommend to the Governing Body any changes necessary to fulfil current employment legislation.
3. To receive, consider and make recommendations to the Governing Body on the overall staffing provision of the School, including the management structure and any redundancy proposals.
4. To recommend the names of Governors to the Governing Body to serve on the selection panel for any Head or Deputy Head appointment.
5. To monitor the implementation of the teacher appraisal and performance review arrangements.
6. To ensure that arrangements are in place for the induction of new staff.
7. To oversee the INSET provision for both teaching and support staff.
8. To consider dates for terms and holidays including five INSET days each year and recommend these to the full Governors for formal determination.
9. To ensure that all staff are advised of their pension rights.
10. To recommend the adoption of policies related to equal opportunities and diversity in relation to the staff of the School.
11. To offer a route for formal feedback from staff leaving the School.
12. To consider any other matters relating to the terms and conditions of employment of all staff at the School.