

St Pauls Catholic College

Staffing & Welfare Committee - Terms of Reference

Purpose

To consider and advise the Governing Body on standards and other matters relating to the staffing and staff welfare.

Composition

The membership will include the Headteacher of the College, the relevant member of the Leadership Team, ideally the Chair or Vice Chair of Governors and any governor who expresses a particular interest. Membership must consist of at least three governors.

Quorum

Three governors.

Meetings

Meetings will be held at least once a term.

Terms of reference

The Staffing & Welfare Committee has delegated responsibility for:

- To keep under review, in consultation with the Headteacher, the school staffing structure.
- To agree & review in consultation with the Headteacher a salary policy.
- To approve the recruitment procedure for all staff.
- To review the Appraisal process for all staff and be aware of teacher performance descriptors.
- To review and support the staff well-being and welfare policy.

The committee:

- Will approve all relevant policies and oversee their implementation and monitor all other policies
- Will support staff in initiating, monitoring and evaluating developments in the above areas
- Will provide reports to the Board of Governors

Meetings

Will meet at least once a term and receive reports from relevant staff with key responsibilities in the above areas.

Terms of Reference Reviewed: November 2016

Date of Next Review: Autumn Term 2017