

## 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 2015

Date of Next Review: Autumn Term 2016