**TERMS OF REFERENCE STAFFING AND CURRICULUM COMMITTEE**



**LITTLE STOKE PRIMARY SCHOOL** (16.07.18)

**Committee members**

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Refer to Governor Information Form for membership. Refer to Calendar of Meetings for dates

**Strategic Aims of the Committee to be achieved by July 2019**

* To oversee the completion to time of all Appraisal requirements
* To agree a staffing structure for Academic Year commencing September 2019.
* To have a clear plan for the development of the School.
* To promote a curriculum that is engaging and adapted to suit the needs of all learners
* To support the school in raising standards of attainment and progress.

**Terms of Reference**

* The Committee will consist of a minimum of 5 governors including the Head Teacher and the Chair of Governors (or their respective representatives).
* A quorum must consist of 3 Governors, one of which must be the Head Teacher. (or his/her representative)
* The Chair of Committee will be voted on by the Committee. The Chair of Committee will be appointed annually from the Committee’s membership. The Head Teacher is not eligible to chair.
* The Committee will meet at least *3* times a year and an agenda will be sent to Committee members not less than one week before the meeting. Minutes of each meeting will be produced by the Clerk and circulated to all members of the FGB within two weeks of the meeting.
* Minutes will be signed by the Chair of Committee at the next Committee meeting.
* Immediately after the apologies, members should inform the meeting of any item they wish to raise under Any Other Business. The meeting will decide whether any item so identified should be raised under Any Other Business, whether it should be deferred to a subsequent meeting, or whether it should not be heard at all.
* The Terms of Reference and Strategic Aim must be reviewed annually at the last meeting in the academic year, along with the composition of the Committee.
* To review the policies that are appropriate to this committee.

**The Committee’s Role in regard to Staffing is**

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|  | **Activity** | **Tasks** | **Notes** |
| 1 | Deciding on the Nature and Number of Posts | * To support the Headteacher to formulate a detailed management structure covering posts of responsibility. * To support the Headteacher to establish a clear staffing plan based on the needs of the school. * To support the Headteacher to ensure an organisation chart is maintained and distributed. * To support the Headteacher to project future staffing needs based on available information. * To make recommendations to the Finance Committee to ensure there is sufficient finance to meet the staffing plan. | Each Meeting  Each Meeting  Term 4  Each Meeting  Each Meeting |
| 2 | Appointing Staff | * Responsibility for the recruitment process is delegated to the Headteacher; with the following caveats concerning the members of the interview panel: One of whom must have had Safer Recruitment training. * Teaching Posts and Senior (TLR) Appointments * Headteacher * 1 Senior Leadership Team * 1 Teaching Staff and/or Governor * Deputy Headteacher * Headteacher * 1 Senior Leadership Team and/or Teaching Staff * 2 Governors   Note: A Governor who is not employed by the school must be present at all interviews for internal applicants   * Advise the FGB of the outcome for each post advertised | FGB Meeting |
|  |  | * The FGB has responsibility for the recruitment process for Headteacher the recruitment panel consisting of: * 4 Governors * 1 Senior Leadership Team and/or Teaching Staff * LA Advisor |  |
| 3 | Monitoring all Staffing Procedures | * Review Staff Development provision and policy annually. * Monitor staff work/life balance, working conditions and well-being, including the monitoring of absence * Review Staff Monitoring and Induction Policies * Monitor the position on DBS checks | Term 4 |
| 4 | Discipline Committee will be taken from the FGB. | * Note. The Disciplinary Policy is defined by the School Teachers Pay & Conditions which is set centrally. * To suspend/end a suspension of a member of staff. * Recommend to FGB to dismiss an employee. * Deal with matters of discipline and grievance for both Staff and Pupils including representation on Complaints Panels and Pupil Exclusion Meeting |  |
| 5 | Performance Review | * Review annually the policy for Appraisal & Capability. * Monitor the Head Teacher’s Performance Management review process through a separate Committee formed for that purpose. * Receive progress of reviews for all members of staff. * To accept the appointment of a School Improvements Advisor (S.I.A) to support the performance review of the Headteacher. |  |
| 6 | Other | * To deal with any other staffing issues not specified above * To review & approve relevant policies in line with policy review schedule |  |

**The Committee’s Role in regard to the Curriculum is**

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|  | **Activity** | **Tasks** | **Notes** |
| 1 | Curriculum | * Ensure that the National Curriculum is applied throughout the school including statutory requirements. * Monitor access to the curriculum for all children. * Monitor teaching and learning policy to improve governor awareness. * Monitor that the school is providing a broad and balanced curriculum in additional to the National Curriculum. * Consider curricular issues which have implications for Finance and Personnel decisions and to make recommendations to the relevant committees or the Governing Body | Governor reports to meetings.  Meetings with SLT, governor visits, curriculum focus group, Curriculum & assessment evenings. |
| 2 | Standards and targets | * Receive an annual report of the school’s assessment data and request reports on any issues identified. * Compare school performance with regional (profile Report) and national statistics (Raise on Line report) and request reports on any issues identified. (Year 2 and Year 6 SATS results, Y1 Phonics, EYFS GLDs, Y2 Retakes.) * Establish a clear set of targets for literacy and numeracy using draft projections from the Senior Leadership Team (SLT). * Review the mid-year tracking results and request results for all children and request reports on any issues identified. * Monitor vulnerable groups and add as an agenda item. | July  January & April date deleted |
| 3 | Self Evaluation | Changes to the SEF to be brought to the Committee to read and review. Grading changes to be discussed by the committee and recommendation made to the FGB for agreement. |  |
| 4 | School Development Plan | * Agree SDP based on detailed planning from June each year * Present the proposed SDP to the FGB * Evaluate feed-back on progress of the SDP at each meeting * Contribute to SDP and Prospectus in respect of Curriculum matters. | Follow SDP Timeline |
| 5 | Other | * To deal with any other curriculum issues not specified above * Oversee arrangements for individual governors to take a leading role in specific areas of provision and to receive regular visit reports from them * To review/approve relevant policies in line with policy review schedule * At least 1 member of this committee must be on the pay panel. |  |

**Review annually in the Summer Term Reviewed by FGB – July 2018**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair of Committee. Chair of Governors Headteacher**

**Accepted and ratified by FGB on \_\_\_\_\_\_\_\_\_\_\_\_\_**