

St Mary & St Michael Catholic Primary School



Standards and Personnel Committee Terms of Reference

- Membership:** The committee shall not consist of less than five governors
Membership should include the Headteacher and at least one non-employee of the school.
- Quorum:** Four governors including the Headteacher and a governor who is not an employee of the school.
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the full governing body. Duties will include notifying the Committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.
- Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Review of Terms of Reference

The Terms of Reference of the Standards Committee shall be reviewed annually by the Committee at the start of a new school year, with any recommendations sent to the next available governing body meeting for ratification.

Terms of Reference

- To oversee the strategic framework, established by the governing body, within which the Headteacher and staff run the school and to focus on standards and school improvement.
- To ensure religious education is taught in accordance with the requirements of the Bishops' conference.

- To contribute, in collaboration with the Headteacher and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan relating to the leadership, finance, staffing and management of the school.
- To keep relevant sections of the Self-Evaluation Framework under review and update as necessary.
- To establish, monitor the impact of and review all the school's plans, policies and procedures relating to staffing and leadership and management as detailed in the governors schedule.
- To keep the staff structure under review **annually** in response to the changing needs of the school and make recommendations to the governing body for amendments as necessary.
- To ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability.
- To establish panels for the appointment of teaching staff (except Headteacher and Deputy Headteacher vacancies) consisting of the Headteacher and/or their representative(s) and at least one member of the governing body who is not an employee of the school.
- To supply the Staffing Committee with relevant financial and staffing information to assist in the annual pay review.
- To ensure that the training and development of staff and governors is linked to the school's agreed priorities and monitor the impact of training on standards.
- To ensure that the school has effective systems of mentoring and inducting new members of staff and governors.
- To promote the health and welfare of staff.