Archbishop Beck Catholic College

Staffing Committee Terms of Reference

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To oversee the appointment procedure for all staff
- To oversee and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- Additional items which individual Governing Bodies may wish to include
  To exercise confidentiality in the event of remote meetings (headphones etc)

Disqualification:

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school
The minutes are not for distribution due to the confidential nature of the remit of the Committee. All information will be treated under Schedule 2.

These terms of reference agreed by the Governing Body	21st September 2023

Name of Governor
Mrs A Woodward
Mr J Arnold
Mr C Gilbertson
Mr M Daley
Mr P Stirling   (Headteacher)
Mrs S Daniels   (Deputy Headteacher)
Mrs K Verdin   (Deputy Headteacher)
Ms E Griffiths   (Deputy Headteacher)

Chair of Committee	Mrs A Woodward
Vice Chair	Mr J Arnold

Clerk to the Committee	Faye Lee-Jones

Quorum	3