

Terms of Reference

Title: **Governors' Personnel and Teaching for Learning Sub-Committee**

Membership:

- The Committee consists of not less than four Governors plus the Headteacher
- SLT representative: Julie Elmy
- The Sub-Committee may make recommendations to the governing body for the cooption of non-voting members.
- The Headteacher or his representative has full voting rights.
- No member of the school staff can be Chair of the Sub-Committee.

SLT Link: Head Teacher

Quorum: Three voting members including the Headteacher or SLT representative.

Meetings: A minimum of five meetings per academic year with at least one meeting per term.

Special Considerations

Teacher Governors and Staff Governors may not take part in any discussions or votes where they have a vested interest in any way whatsoever e.g. staffing redundancies.

Guiding Principles

The Governors believe the school's greatest resource is the staff and as such seek to ensure equality of opportunity for all and that staff development is the right of everyone.

Terms of Reference

- To consider any in year applications for a place at Kingsmead, received when this committee is scheduled to meet
- To assist the school in achieving its aim of providing high quality education for all students
- To develop, monitor and evaluate all relevant sections of the School Development Plan as required
- Ensure all staff are aware of and abide by national standards for teachers and GTP Code of Conduct and Practice for Registered Teachers
- To consider staffing recommendations from SLT and to make recommendations to the governing body annually on the school's staffing structure and the number of staff to be employed in the school after liaising with the Curriculum Sub Committee
- To be fully involved in the recruitment of all staff and to ensure all procedures for the recruitment, selection and appointment of staff meets current legislation
- To review annually and approve as necessary contractual arrangements and job descriptions
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff

- To be concerned for the welfare of all staff and to ensure that new staff and Governors receive a comprehensive and systematic induction to the school.
- To maintain a high quality handbook for teaching and non-teaching staff
- To establish, monitor and evaluate discipline and grievance procedures
- To receive, monitor and evaluate parental complaints
- To monitor and evaluate the school's procedures for ensuring the quality of work and performance of all staff. This includes monitoring and evaluating the quality of teaching in conjunction with the Curriculum, and Achievement Committee
- To monitor and evaluate the school's procedures for ensuring the quality of teaching and learning
- To monitor and evaluate the School's policies on:
 - Appointments Procedure
 - Capability
 - Complaints
 - Critical Incidents
 - Disciplinary Procedure
 - Grievance & Disputes Procedure
 - ITT and GTP
 - Leave of Absence, Supply and Cover
 - Lone Working
 - Performance Management/ Appraisal
 - Staff Development
 - Standards of Conduct
 - Teaching and Learning
 - Teaching Staff Induction
 - Tragedy

The Committee is responsible for ensuring all of the above policies are fully implemented when required

- To receive annual updates on Quality of Teaching of the SEF and the Strategic Plan and to evaluate their impact through deep review
- To receive regular updates on Quality of Teaching of the Development Plan, to review the impact and report to the full board meetings
- To receive regular reports from Julie Elmy on her specific areas of work in the school