

# **Partney Church Of England Aided Primary School.**

## **Pupil and Staffing Committee**

- The committee will comprise of no more than 6 governors (including the Head Teacher)
- The governors will be elected onto this committee each year at the Full Board Governors meeting.
- The Chair of this committee will be elected each year by the Full Board of Governors.
- The meeting will need 3 governors in order to be quorate.
- The committee will meet three times a year and as otherwise required. Minutes of the meetings will be taken and retained

Governors with specific areas of responsibilities that will report back to this committee are

- Safeguarding
- Healthy Schools
- Pupil Premium
- Attendance records
- Mobilise

## **Terms of Reference**

- Ensure appropriate arrangements are made for pupils with special educational needs and disabilities (SEND).
- Review and monitor the implementation of an action plan following an OFSTED inspection and/or section 48 inspection in conjunction with the regular review of the School Development Plan (SDP).
- To monitor safeguarding and safeguarding training in the school and receive annual reports from the safeguarding designated teacher.
- To consider and advise the Governing Body on matters relating to diversity, equality and British values
- To make arrangements for the Governing Body to be represented at School Improvement discussions with the LA and for reports to be received by the Governing Body.

- To oversee the production of an ideal staffing structure in consultation with the Head teacher; review the efficiency and effectiveness of the current staffing structure; and review/amend job descriptions as required to ensure all are up-to-date.
- To oversee the appointment procedure 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 staff absence.

## **Pupil and Staffing Policies**

- Admissions
- Child Protection incl Whistleblowing
- E-Safety/Photography
- Drug Education, Alcohol and E-cigarettes
- Complaints
- Recruitment and selection
- NQT Induction programme guarantee
- Freedom of Information
- Confidentiality
- Absence Management
- Conditions of Service
- Behaviour
- Pay & Appraisal
- Attendance
- Anti-bullying
- Equality and Diversity
- Inclusion
- Grievance (Staff Discipline)

These terms of reference should be reviewed at the beginning of each academic year by all governors on the Finance Committee. They can be altered after consultation with the all the pupil and staffing committee members when it is deemed appropriate.