

**ELMLEA SCHOOLS' TRUST**  
**Staffing Committee**  
**Terms of Reference**  
**2021/2022**

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**Key Purpose**

In consultation with the Trust's Chief Executive Officer (CEO), advise the Board of Trustees on structural and strategic matters relating to the staffing of the Trust.

As its main priority it will have the long-term welfare of the Trust's staff and pupils.

**Membership**

The committee will be a minimum of three trustees. In addition, the CEO as the Trust Accounting Officer will be automatic members. The Director of Finance and Operations of the Trust will attend the meeting as convenor and adviser. Additional non-voting members may be co-opted as considered necessary. Staff may be invited to attend.

If the Executive Headteacher of the Trust is not present, the Deputy Headteachers of Elmlea Junior School and Elmlea Infant School will be in attendance.

**Quorum**

The quorum shall be a minimum of two trustees, the CEO or Deputy Executive Headteacher must be in attendance for any decisions to be agreed, with the exception of items relating to the CEO.

**Meetings**

Meetings will be held at least once per seasonal term and otherwise as required. These will generally be in the two weeks prior to the Board of Trustees meeting. Notice of at least one week must be given when convening additional meetings.

**Terms of Reference**

The committee has the power to make its own decisions without referral to the Board of Trustees, except where the subject matter requires the Board of Trustees consideration by law or as specified in the Board of Trustees' Scheme of Delegation.

The committee shall provide guidance to the Board of Trustees for the following points which may not be delegated:

- Determination of the CEO's and other leadership role pay scales.
- Appointment of a new CEO / Executive Headteacher. However, within the agreed pay scale, the determination of the starting salary of a new CEO and/or Executive Headteacher will be made by the Selection Panel under their delegated powers.

The committee will ensure that the responsibilities of the Board of Trustees in relation to staff matters are fulfilled and take full delegated responsibility for the discharge of the following duties:

**Staffing Structure**

- Ensure that the schools are staffed sufficiently for the fulfilment of the school and trust development plan and the effective operation of the Trust and its schools.
- Monitor staffing levels and structure including agreeing incentive allowances as appropriate.
- Determine and be responsible for authorising appointment of any central trust staff including the post of Clerk to the Board of Trustees.
- Receiving reports from the Executive Headteacher on staffing issues arising from children with complex circumstances or educational needs.

### **Recruitment**

- Recommend to the Board of Trustees staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- Support the CEO and Executive Headteacher as required with the appointment of staff, providing representation on selection panels for all leadership posts and as required, for all other staffing appointments
- Staffing Committee members involved with staff recruitment shall receive training in the conduct of interviews to comply with Safer Recruitment guidelines.
- Ensure the existence of appropriate job descriptions for all staff.
- Recommend to Board of Trustees appointment of MAT central staff including all operational staff (administration and site).

### **Pay and Appraisal**

- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Pay and Performance Committee, as appropriate and at least annually.
- Observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- Awareness of the financial implications of staffing costs, including discretionary pay advancements arising from performance reviews and forecasting budget requirements.

### **Paid/Unpaid Leave**

- Determining any requests for paid or unpaid leave, where appropriate in line with the relevant policies.

### **Discipline and Grievance**

- Annually review procedures for dealing with staff discipline and grievances.
- Monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To determine dismissal of CEO, Executive Headteacher and other staff and/or early retirement payments, with reference to the Academies Financial handbook.
- To suspend CEO, Executive Headteacher and end suspension of Executive Headteacher and other staff
- To support the CEO/Executive Headteacher in the suspension of staff (except CEO/Executive Headteacher)

### **Organisational Change**

- In consultation with staff, to oversee any process leading to staff reductions.

### **Staff Development/CPD**

- Monitor and evaluate the effectiveness of leadership and management
- Monitor and evaluate the provision for staff training and professional development for all staff and evaluate the impact of the provision including improvement of staff performance.

### Staff Wellbeing

- Review issues relating to staff welfare and make recommendations to the Board of Trustees regarding steps to promote staff welfare, including a named trustee working with the staff wellbeing committee.

### POLICIES

Ensure that Trust Policies, procedures and other relevant documentation assigned to the committee is reviewed on a timely basis and updated in line with current legislation.

### RISK MANAGEMENT

At each meeting, review the relevant part of the risk register, adding additional risks that the school(s) face.

Consider the underlying causes of the key risks and ensure that the school leadership is taking appropriate action to mitigate the risks.

### RECORDING AND REPORTING DECISIONS

To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Board of Trustees.

### CONFIDENTIALITY

Any matter discussed in the committee may be deemed confidential until the Board of Trustees has been informed. Confidential items will be recorded and circulated in separate minutes.

### ANNUAL REVIEW OF TERMS OF REFERENCE

In Term 6 annually, the committee should review Terms of Reference to ensure that they have met and delivered their delegated duties, to cross reference them to the current Scheme of Delegation and to update both documents as necessary.

Following annual review, the terms of reference and any recommended amendments to the Scheme of Delegation should be submitted to the Board of Trustees for ratification by Board of Trustees at the T6 meeting.

### DISPUTES

The Board of Trustees at its next meeting, or if necessary at a specially convened meeting, will resolve any disputes within or between committees.

BOARD OF TRUSTEES TERMS OF REFERENCE	
Trustees' Committee	STAFFING
TOR Adopted	July 2021
Review cycle	Annually
Review date	Summer 2022

