

TERMS OF REFERENCE FOR THE HUMAN RESOURCES COMMITTEE 2024/2025

Composition of Membership of Committee:

Chair or Vice Chair of HR Committee

Chair of Governors

Headteacher (ex-officio)

A governor from each of the following committees:

- Finance, Audit & Risk (FAR) committee
- Curriculum committee

Associate Committee Membership:

Deputy Headteachers

Assistant Headteacher for Human Resources

Only Governors have voting rights

Attendance The committee may invite to particular meetings, individuals responsible for Human Resources management within the College

Quorum: The Headteacher or nominated Deputy and two other governors

Governance Professional to Governing Board: TWT Governance Team

Period of Office: 4 years or for as long as a member remains eligible whichever is the shorter.

Date agreed: 22/10/24

Date of review: October 2025

Brief

To ensure the efficient management of the Human Resources of the College within the framework of the development plan and Governors' policies including employment legislation and relevant local agreements.

Terms of reference	Decision or Recommendation	Review Cycle
a) Critically analyse the annual performance management cycle and report in order to ensure the process: <ul style="list-style-type: none">• Is applied consistently• Pay decisions are based on objective evidence CPD opportunities have been provided to remove barriers and enhance effective performance. (In doing so check that there is no discrimination against those with protected characteristics)	D	Aut
b) Monitor and evaluate the impact of staff development strategy, to help ensure teachers, support staff and governors have the information, support and training necessary to be successful in their roles.	D	Aut
c) Monitor the impact of staff absence, recruitment and retention and identify whether there are underlying concerns or issues which need to be addressed	D	Aut Spr

Terms of reference	Decision or Recommendation	Review Cycle
d) To undertake an interim review of the performance of all teaching staff eg any that are a cause for concern.	D	Spr
e) To monitor and evaluate arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments and ensure every member of staff has a contract of employment.	D	Spr
f) To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in the College.	D	Spr
g) Monitor and review the staffing structure to ensure it reflects the needs of the College in terms of curriculum delivery and recommend to the Resources committee, in line with the Finance policy any amendments to the staffing structure.	R	Sum
h) To ensure work / life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	R	Sum
i) Undertake a skills audit of the Governing Board and review new governors pack, induction and training needs for the Governing Board and Clerk and identify any skills gaps which need to be filled (now Finance Audit and Risk committee)	D	Sum
j) If necessary, to determine dismissal payments /early retirement and recommend to the Resources Committee. If timing of the meeting does not enable this to happen, then a decision can be taken by the Chair of the Governing Board (Vice Chair in their absence) and the Chair of the HR Committee (Vice Chair in their absence).	R	As necessary
k) To review HR policies annually (see Appendix A) and recommend changes ensuring staff are informed of these Note: Student Medical Conditions, Pay, Redundancy, Safeguarding policies have to be recommended to FGB for approval	D R	According to Rolling Programme
l) To monitor progress against actions within the AIP which relate to the HR committee	R	Aut Spr Sum

Terms of reference	Decision or Recommendation	Review Cycle
m) To ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging consultation with unions, where appropriate	R	Aut Spr Sum
n) To identify and recommend to the Finance Audit and Risk Committee items relating to the College that may need registering in the Risk Register.	R	Aut Spr Sum
o) If it is not practical to obtain approval for bids and grants and/or the supply/procurement of goods and services (ensuring that VFM has been achieved and the robust principles of the Finance policy have been followed) from a full meeting of the Human Resources Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Human Resources Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D	As necessary
Withdrawal from Meeting Any person employed to work at the College (if they are named), other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Headteacher must withdraw if his or her performance is being discussed.		

Appendix A

Policy	Review Cycle
Disciplinary Policy	Annual
Employee Equality and Diversity Policy	Annual
Whistleblowing Policy	Annual
Grievance Policy & Procedure	Annual
Flexible Working Requests Policy	Annual
Exit Interview Policy	Annual
Flexible Retirement Policy	Annual
LGPS Pension Employer Discretions Policy	Annual
Staff Leave of Absence Policy	Annual
Managing Sickness Absence Policy	Annual
Freedom Information Publication Scheme	Annual
Pay Policy *	Annual
Support Staff Appraisal Policy	Annual
Teaching Staff Appraisal Policy	Annual
Leading Improvement in Teaching Policy	Annual
Capability Policy	Annual
Intimate Care	Annual
Student Medical Conditions *	Annual
Staff Code of Conduct	Annual
Complaints Policy	Annual
No Smoking at Work Policy	Annual
Staff Consultation and adjustments to school staffing structures	Annual

Domestic Violence Policy	Annual
Drugs & Alcohol Misuse Policy	Annual
DBS Policy Statements	Annual
Redundancy Policy *	Annual
Recruitment & Selection Policy	Annual
Statement of Particulars (Teaching and Non Teaching)	Annual
Probationary Policy for School Support Staff	Annual
Maternity Policy	Annual
Maternity & Adoption Support Policy	Annual
Adoption Policy	Annual
Shared Parental Leave	Annual
Safeguarding and Child Protection Policy *	Annual
Bring Your Own Device Policy	Annual
CPD Policy	Annual
Data Protection and Images	Annual
Data Protection Policy	Annual
Data Retention Policy	Annual
Data Breach Policy	Annual
Working with Volunteers	Annual
Anti-Harassment and Bullying Policy	Annual
Allegations of Abuse Against Staff Policy	Annual
Wellbeing Policy	Annual
Pandemic Policy	3 yearly

* These four policies have to be agreed at FGB, although they can be reviewed by HR.