

Terms of Reference for the Staffing Lead Governor at St. Martin's CE Primary & Nursery School

Agreed at the meeting of the Full Governing Board on: 18th September 2023

Next review date: September 2024

Name of the Staffing Governor: Ruth Marsh

These terms of reference should be reviewed annually by the Governing Board and when there are any changes to the Governing Board's membership.

Policies and Documents delegated to this governor:)

- Staff Capability Policy (Statutory)
- Staff Discipline Policy (Statutory) (To be ratified by the FGB)
- Staff Redundancy Policy (Statutory) (To be ratified by the FGB)
- Staff Grievance Policy (Statutory) (To be ratified by the FGB)
- Pay Policy (Statutory) (To be ratified by the FGB)
- Teachers' Appraisal Policy (Statutory in maintained schools)
- Whistleblowing Policy (Statutory)
- Staff Code of Conduct (Statutory)
- Central record of recruitment and vetting (DBS) checks

Duties which are delegated to this governor/trustee: (Governance Handbook)

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

D Delegated to Lead Governor/Trustee **R** Make Recommendations to Full Governing Board

The Staffing Lead Governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
In consultation with the Headteacher and giving consideration to the School Improvement Plan, to review the staffing structure annually. Ensure that flexible working and the Teacher Recruitment and Retention Framework is considered when reviewing staffing structures.	D
To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full governing board.	R
To monitor that appropriate procedures are in place and followed for setting levels of leadership pay which are transparent, proportionate and justifiable.	R
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with HR models; and ensure that the workforce is informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy, ensuring that the appraisal process links with the School Improvement Plan priorities.	D

To work with the Senior Leadership Team to review the training requirements of the school workforce, linked to the curriculum and the School Improvement Plan and make recommendations to the board.	D
To ensure that there are agreed procedures for reporting any concerns (including an appropriate Whistleblowing Policy)	D
Monitor and review staff well-being & absence to identify trends & possible impact on provision, develop plan to mitigate and/or resolve any issues	D
Monitor recruitment & retention patterns, suggest plans to address any emerging issues	D
To ensure that requirements for safer recruitment are in place and that there is an up-to-date single central record (SCR) of recruitment and vetting (DBS) checks held in school. (<i>The Lead Governor for Safeguarding has delegated responsibility for checking the content of the SCR</i>)	D
To monitor the staff training requirements for all staff and volunteers, including the Headteacher and ensure these meet statutory requirements. Check that all staff receive information on induction about the school's safeguarding arrangements, staff behaviour policy or code of conduct and the role of the DSL.	D
To monitor arrangements for interviewing and appointing staff, including agreeing the level of governor involvement (setting criteria, shortlisting, part of interview panel) for different categories of appointments. Ensure every member of staff has a Contract of Employment.	R
Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school's approved policies and procedures are followed by staff.	D
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. Consider how this can be undertaken and then evaluated (e.g., annual staff survey?). Analyse responses to help understand the key issues in the school and use information to assess the impact of any measures being taken to support staff wellbeing.	D
Confirm arrangements for HT appraisal, appointment of external advisor & HT appraisal governors (ensure at least one member of the appraisal panel has undertaken relevant training) for approval by the board.	R
Monitor how PPA and Early Career Teacher requirements are being met and report on any key issues to the Governing Board.	D

Note from The Governance Consultancy Team: The level of delegated decision making given to an individual needs to be agreed by the full governing board. Full delegation (within legal requirements) is suggested within these terms of reference, but you may wish to set different levels with the lead governor making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the lead governor and committees or the full governing board. All delegated decisions must be reported to the full governing board.