



# **HAILEY HALL SCHOOL**

**Believe | Strive | Achieve**

## **Human Resources Committee Terms of Reference 2023-24**

### **Composition**

Four named members of the Trustee Body. Other Trustees may attend meetings of the committee as non-voting members if they wish.

### **Quorum**

Two (unless otherwise agreed)

### **Clerking**

The Trustee Body must appoint a Clerk to the Committee. The clerk must not be the Headteacher

### **Terms of Reference:**

To ensure that the school is staffed sufficiently to the fulfilment of the school's development plan and the effective operation of the school.

To approve procedure for recruitment and appointment of staff.

To consider applications from staff for secondments.

To oversee the process leading to staff reductions.

To ensure the legal requirements for ECT induction are complied with.

To follow established procedures when advertising, selecting and appointing new members of staff.

To make recommendations on personnel related expenditure to the Finance and Premises Committee.

To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

To draft and recommend for adoption, the procedures for dealing with discipline and grievances.

To establish and review a Performance Management/Appraisal policy for all staff annually.

To have an input into the Pay Policy for all categories of staff.

## **Meetings**

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Board of Trustees.

## **Notes**

The procedures agreed for inclusion in these Terms of Reference must take into account other policies and procedures on personnel issues that the Board of Trustees have agreed and adopted as well as any priorities included in the School Development/Improvement Plan.

## **Authority**

The Committee is authorised by the Board of Trustees.

- To investigate any activity within its terms of reference.
- To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.
- To obtain any outside legal or independent professional advice where it deems it necessary.