



# St Edmund's and St Joseph's Catholic Primary Schools

Executive Headteacher: Maria Kemble  
Chair of Governors: Mrs Z Crane

*"We learn together in God's love by  
encouraging and supporting one another."*

---

## Terms of Reference Human Resources

- To monitor progress and evaluate effectiveness of the relevant priorities allocated to the committee within the school development plan.
- To draft and keep under review the staffing structure in consultation with the headteacher and finance and estates committee.
- To establish and approve on an annual basis (statutory requirement), a pay policy for all categories of staff and be responsible for its administration and review including staffing structure.
- To oversee appointment of all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (Safer Recruitment Policy).
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To ensure GDPR procedures follow legislation.
- To ensure all staff are reminded of the school's whistle-blowing policy on a regular basis.
- To approve and review a performance management policy for all staff\*.
- To oversee the performance management of staff and monitor and evaluate the effectiveness of staff performance.
- To annually review procedures for dealing with staff discipline and make recommendations to the governing body for approval.
- To review and agree policies relating to personnel as delegated by the governing board.
- To oversee the process leading to staff reductions.
- To be responsible for the suspension and/or dismissal of staff (including the headteacher if delegated to the committee).
- To be responsible for the ending of a suspension for staff (including the headteacher if delegated to the committee).
- To monitor and evaluate the impact of continuing professional development on staff performance
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

\* The headteacher performance review group will include members of this committee and include at least two foundation governors.

**Disqualification-** Any person employed to work at the school other than as the head teacher when the subject for consideration is the pay or performance review of any person employed to work at the school.



<b>These terms of reference agreed by the Governing Board</b>	21/ 10 /2020
---	--------------

<b>Name of Governor/Associate Member</b>	<b>G/AM</b>	<b>Date Appointed to the Committee</b>
Ian Cameron	G	06/12/2021
Jeff Micklewright	G	06/12/2021
Maria Kemble		30/01/2020

<b>Chair of the Committee</b>	To be appointed
<b>Clerk to the Committee</b>	
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3 (not including staff)

<b>Date Committee established</b>	30/01/2020
<b>Date of Review</b>	06/12/2021