Chelmsford County High School for Girls

Staff & Student Matters Committee - Terms of Reference

Membership
Membership of the Committee comprises a minimum of four full members of the Governing Body including the Headteacher. Also in attendance will be the:

- Deputy Headteacher (Pastoral)
- Assistant Headteacher (Head of Sixth Form)
- Two Student Representatives, and
- Clerk to the Governing Body.

Names of current members will be as listed on the Governing Body Committee Membership List.

The Chair of the Committee shall be appointed by nomination and electronic voting at the end of the summer term prior to the start of each academic year, or at the next full Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings
Meetings will be held a minimum of three times per academic year, at least termly, in accordance with the published calendar of Governing Body meetings.

Terms of Reference
The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities
To act on behalf of the full Governing Body in relation to:

1. Making decisions on staffing matters.
2. Making decisions on pay progression, on the recommendation of the Headteacher, arising from performance management of teaching staff.
3. Approving relevant school policies.
4. Ensuring compliance with any GDPR issues relating to staff or students.

Duties
The duties of the Staff & Student Matters Committee shall be to:

Staff Matters

1. Consider matters relating to School staffing, including appointment and induction of new staff, the use of responsibility allowances, appraisal, agreeing the annual award of salary points, staff development and discipline but excluding day-to-day organisation and delivery.
2. Determine the salaries of all support staff using the Local Government Pay Scales, taking account of the current pay policy and the recommendations of the Head.
3. Consider and recommend additional benefits to employees outside remuneration.

4. Recommend to the Governing Body any changes necessary to fulfil current employment legislation.

5. As and when required by School, serve on interviewing panels for staff where the post carries points of responsibility (with exception of SLT positions).

6. Recommend the adoption of policies related to equal opportunities in relation to the staff of the School.

7. Confirm the teachers' staffing establishment of the School which will be reviewed annually by the Senior Leadership Team in the light of curriculum and management needs.

8. Oversee the School's performance management policy.

9. Appoint a group of three members of the Committee, to include the Chairman of the Committee, with delegated powers to act as a Staff Pay Committee in implementing performance related pay progression on behalf of the Governing Body, reporting their decisions to the full Committee: (Gov Body Minute 6.6 of 12/10/2001). None of the Staff Pay Committee members shall be employees at the School or Associate Members.

10. Appoint a group of one member of the Committee plus two other governors with delegated powers to act as a Staff Pay Appeal Committee in cases of appeal against the decision of the Staff Pay Committee in implementing performance related pay progression on behalf of the Governing Body: (Gov Body Minute 3 of 15/2/2002). None of the Staff Pay Appeal Committee members shall be employees at the School or Associate Members or members of the Staff Pay Committees.

11. Ensure an annual review takes place in September of all teaching staff salaries, (excluding those of the Headteacher, Deputies and Assistant Headteachers), taking the advice of the Headteacher.

12. This Committee does not have any remit for matters concerning appointments, performance management, salary or discipline of any staff on the Leadership Spine.

13. Monitor responsibility points to ensure they are compatible with the management structure and School Development Plan, equal opportunities and remain within the constraints of the budget.

14. Oversee the School's Staff Development Policy.

15. Oversee and regularly review the non-teaching staff establishment within the constraints of the budget.

16. Act as the relevant body in the first instance in all matters relating to grading, grievances and disciplinary procedures.

17. Establish and exercise consultative procedures with such organisations, groupings and individuals as the Governors or the Committee may from time to time deem to be appropriate.

18. Receive a termly update on Disclosure & Barring Service checks.

Student Matters

1. Consider all matters relating to student affairs including welfare, discipline, uniform and exclusions, and to external regulations, including all published documentation, home/School liaison.

2. Receive a termly student Care & Guidance Report, including Year Leaders reports.

3. Receive a termly report on the activities of the Student Voice and Sixth Form Council.

4. Receive a termly report on the Special Educational Needs of students from the SENCO.

5. Receive a termly report on Pupil Premium income and expenditure.

6. Receive a termly report on safeguarding issues within the School, including the number of MyConcern tasks raised since the last meeting.

7. Receive information on the student admissions process – including an update on the Fair Access & Partnership Plan.

Accountability

The Staff & Student Matters Committee is accountable to the Full Governing Body. A report (including minutes) from the Staff & Student Matters Committee shall be a standing agenda item at calendared meetings of the Full Governing Body.

Approved by the Governing Body: 13th October 2023
Approved by the Staff & Student Matters Committee: 23rd November 2022