



**BRENTFORD
SCHOOL FOR GIRLS**

Brentford School for Girls

Governing Body

Human Resources Committee

Date Updated	Date to be reviewed
February 2018	Spring 2019

Terms of Reference:

Whilst the Human Resources Committee, like other Committees, has delegated powers, responsibility for all decisions rest with the Full Governing Body. The Human Resources Committee is not a statutory committee.

The Human Resources committee recognises that it can have delegated powers to make final decisions upon any duties as outlined in point 64 onwards, page 22, Section 4, of the *DofE Guide to the Law for School Governors*, Reviewed in May 2012.

Purpose of the Committee:

It is the responsibility of the Human Resources Committee to take the lead role within the governing body to consider all matters relating to staffing including:

- Vacancies and appointments
- Staff development
- Performance management
- Absence
- Disciplinary proceedings
- Grievance proceedings
- Redundancy
- Early retirement requests
- Pay
- Recruitment and Retention

In undertaking this role the committee must:

1. elect a chair person at the first Full Governing Body meeting of each school year
2. meet at least once a term
3. be prepared to discuss all matters which relate to staffing

4. elect a separate pay committee; of which no member should be a staff member
5. conduct regular reviews of related staffing policies
6. keep a record of each meeting through minute taking
7. provide all governors with a copy of the minutes of each meeting
8. provide all members of the governing body with at least seven days notice of the date and time of the meeting
9. ensure that any person at a meeting who has a financial or other personal interest under discussion withdraws from the meeting
10. review annually the performance management approach

Membership:

The Human Resources Committee has a fixed membership of a minimum of 4 Governors, including the Head teacher. The Chair is elected by the Full Governing Body. Meetings are open to all members if the Governing Body and every Governor receives notification of the meetings.

Quorum: The quorum shall be at least 3 Governors.

Signed and Dated: _____

Chair of Committee