



GRANTA SCHOOL

Terms of Reference for the Human Resources (HR) Committee 2025-26

MEMBERSHIP

The Human Resources Committee shall consist of not less than three governors and the headteacher (or his/her representative).

The committee may appoint such associate members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee. Associate members are entitled to vote on committees but may be excluded from any confidential item concerning a member of staff or pupil.

Other members of the governing body may attend meetings of the Human Resources Committee and may contribute to discussions on matters under consideration.

QUORUM

The quorum shall be three governors.

MEETINGS

The committee shall meet termly or more frequently as may be required from time to time. Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.

CHAIR

The chair of the committee shall be formally appointed at the first meeting of the Autumn term each year but discussion and agreement prior to this may take place at the first FGB of the year to clarify and optimise governor deployment.

If the chair is absent from a meeting, another governor may be elected to take the chair.

CLERK

The meeting will be clerked by the allocated Camclerk.

STANDING ORDERS

The agenda for the meeting shall be distributed at least seven days before the meeting. A summary of decisions taken, and points for action, will be kept as a record of the proceedings of the meeting, and a summary circulated with the papers of the next full meeting of the governing body.

Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

TERMS OF REFERENCE

The Human Resources Committee will have delegated powers from the governing body to:

- Review and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory, national and local legislation and any contractual agreement made between the LA, the governing body, the staff and their unions/professional associations).
- Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the Finance, Premises and Health and Safety Committee.

- Set and monitor a strategic staffing plan and recommend to the Finance the annual budget for pay and possible staff salary adjustments in line with appraisal and inset developments.
- Establish and regularly review HR policies and procedures as identified in the Policy Review Schedule.
- Review staff attendance and liaise with the FGB and other committees if concerns arise regarding the impact of staff attendance.
- Report to the governing body on all staff matters which relate to conditions of service.
- Advise the governing body on all current HR developments which may affect the school's pay policy or budget.
- Determine and monitor the appointments procedure on behalf of the governing body.
- Set and monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place, including a system for governors to feedback the results of training courses to the appropriate committee and/or the full governing body.
- Delegate to the headteacher all matters relating to the day to day management and supervision of the staff employed at the school.
- Ensure that governors on the Human Resources Committee and other committees that have HR responsibilities are aware of and understand those responsibilities.
- Ensure that all staff have an effective induction programme and ensure compliance with the induction requirements for early careers teachers.
- Comply with the performance management regulations for teachers.
- Form a salary appeals committee when required.
- To manage discussions and information sharing in line with the expectations contained within GDPR UK and Data Protection.

DECLARATION OF INTERESTS

When there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.