Human Resources Committee – Terms of Reference

Brief of the Committee

The Human Resources Committee supports the strategic and operational management of staffing across the school, including wellbeing, performance, recruitment, and pay. It ensures that staffing decisions align with the School Improvement Plan and uphold legal, ethical, and professional standards.

Delegated Authority

The Committee is delegated authority by the Full Governing Body to:

- Approve HR-related policies as set out in the Board's policy schedule.
- Review and approve pay progression recommendations in line with the School Pay Policy.
- Monitor and oversee staffing structure, recruitment, wellbeing, and professional development.
- Make decisions on matters relating to staff performance, appraisal, and incentive schemes.

The Committee will report back to the Full Governing Body on all decisions made under delegated authority and escalate any matters requiring full board consideration.

Committee Structure

Membership

- Minimum of three Governors, appointed by the Full Governing Body.
- The Headteacher.
- Additional non-Governor members may be invited to contribute expertise (non-voting).
- The Chair and Vice Chair (optional), are elected annually by the Committee at their first meeting of the year.

Quorum

Three Governors (excluding the Headteacher).

Clerk

Meetings will be clerked by the Governance Professional.

Meeting Frequency

At least three times per academic year, with additional meetings as required.

Delegated Responsibilities

Strategic Staffing Oversight

- Approve the annual staffing plan aligned with the School Improvement Plan.
- Monitor staffing levels, recruitment, and SLT structure.
- Oversee succession planning and leadership development.

Staff Wellbeing and Engagement

- Monitor staff wellbeing, morale, and work-life balance.
- Review staff surveys and ensure appropriate follow-up communication.
- Support flexible working initiatives and wellbeing programmes.

Performance Management and Pay

- Review anonymised appraisal outcomes and pay progression recommendations including applications for accelerated progression and awarding of Honoraria.
- Ensure consistency in performance review and benchmarking.
- Review support staff pay structures and alignment with KCC guidance.

Professional Development

- Monitor CPD programmes and career progression opportunities.
- Oversee apprenticeship schemes and support for Early Career Teachers (ECTs).

Staff Relations and Exit Feedback

- Monitor staff relations, including union engagement.
- Review exit interview feedback and identify trends or concerns.

Policy Review and Compliance

- Approve HR-related policies delegated to the Committee in accordance with the Board of Governors' policy schedule.
- Initiate or recommend updates to HR policies where appropriate.
- Seek assurance that ensure recruitment and employment practices comply with equality and safeguarding legislation.

Governance and Monitoring

- Receive and consider governor monitoring reports relevant to HR.
- Liaise with other committees and refer any conflicts to the Full Governing Body.

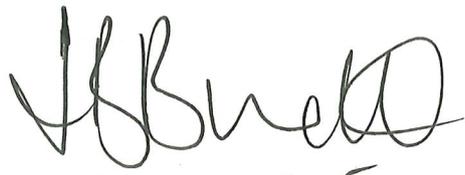### Meeting Structure and Confidentiality

All meetings of the Human Resources Committee are confidential in full. Minutes will be circulated to committee members.

The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Governance Professional shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act. The committee will liaise with such other committees and invite members of 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 FGB.

Approved by FGB 14th October 2025

Jane Burnett, Chair of Governors
Signed on behalf of the Governing Body

14/10/25