



WKS HR Committee

Terms of Reference

Adopted 8th February 2022 For the 21/22 Academic Year

1. Membership

The Governing Body shall determine, and review annually at the first meeting of the school year, the establishment, Terms of Reference, constitution and membership of the committee.

Possible membership is: Chair of the Governing Body, Vice-Chair of the Governing Body, Board Members (Trustees and Directors), Principal, Operations Director.

The committee shall be made up of no less than 3 Board Members, one of which must be the Chair of the Governing Body, or Vice-Chair of the Governing Body.

2. Chairing

The Chair of The Committee will be appointed by the full Governing Body. There are no restrictions as to who can chair a committee providing they are a Member of the Governing Body.

3. Quorum

The quorum for committee meetings shall be determined by the committee, but must be at least two Board Members who are members of the committee. (The committee shall not meet without the Principal or Operations Director being invited to the meeting.)

4. Meetings

There will be a minimum of one meeting per term; others will be convened as required. Dates for meetings will be set before the beginning of each school year as part of the annual cycle of full Governing Body and committee meetings.

5. Attendance

Members of the Committee, the Principal, the Operations Director, and the Clerk to The Committee have a right to attend all committee meetings. The Governing Body or committee may invite other people to attend as required.

6. Clerking

The Governing Body shall appoint a Clerk to The Committee or appoint a member of the Committee to take minutes of meetings in the absence of the appointed Clerk.

7. Terms of Reference

- a) To review and monitor all (HR) staff policies, structures and procedures to ensure they meet current Employment Legislation and create positive outcomes for all concerned.
- b) To review and monitor recruitment policies, including Safer Recruitment Procedures.
- c) To review and monitor all HR Development strategies including staff induction, Continuous Professional Development and ongoing training and development opportunities.
- d) To review and monitor all staffing policies.
- e) To support the Principal and Operations Director with advice and counsel regarding HR matters.
- f) To establish a panel to hear staff appeals against dismissal and redundancy.
- g) Any additional items as appropriate and decided by the Governing/Trustee Board

8. Powers Delegated by the Governing Body

The Governing Body has delegated the following functions to the Human Resources Committee to be discharged in accordance with these terms of reference:

8.1 HR Committee

- a) Act and carry out the duties and responsibility of 'The Pay Committee' (as outlined in the 'School Pay Policy').
- b) Consider any allegations/complaints regarding conduct or cases of capability (performance or health) in relation to The Principal.
- c) Consider and approve the School's HR Strategy for ratification by the full Governing Body.
- d) Review, monitor and approve HR policy and procedures.
- e) Consider, advise and make recommendations to The Governing Body in relation to the setting of the annual Pay Policy.
- f) Monitor, through regular reports from school leaders, the effectiveness of HR policies and procedures.
- g) Consider proposals for major organisational change affecting senior leadership posts.
- h) The suspension of the Principal is undertaken by the Chair of the Governing Body, who is a member of this committee; the suspension of other members of the Senior Leadership Team is delegated to the Principal.
- i) Hear and determine any grievance submitted by the Principal provided that it has been referred by the Chair of the Governing Body.

- j) Hear and determine any dismissal or grievance appeals submitted by an employee, if directed to do so by the Chair of the Governing Body.
- k) Approve compensation for loss of office (i.e., any payments not required by the contract of employment) in respect of The Principal and Senior Leadership Team.
- l) Review and monitor current and future Human Resources risk strategies to which the Charity is exposed, and provide input to the Full Governing Body.

8.2 Principal (or in their absence, the Operations Director)

- a) Act and carry out the duties and responsibility of 'The Principal' (as outlined in the 'School Pay Policy').
- b) Appoint all grades of staff (below SLT).
- c) Instigate disciplinary or capabilities procedures.
- d) Suspend or dismiss staff.

8.3 Emergency Power

- a) Urgent decisions normally requiring consultation with the HR Committee can be taken by Committee. The Principal (or in their absence, the Operations Director) and the Chair of the HR Committee, or by the Principal (or in their absence, the Operations Director) and the Chair (or Vice Chair) of the Governing Body, if it is not reasonable to delay the decision until the next committee meeting.