

David Nieper Academy

Staffing, HR and External links

Membership: Membership shall consist of at least 3 Governors, plus the Head teacher or nominated SLT representatives.

Chair: Will be chosen annually

Quorum: At least 2 Governors and the Headteacher or SLT representative

Meetings: The Committee shall meet three times a year and as otherwise required/ appropriate

Reporting: The Committee will report to the Local Governing Board

Servicing: See Link Reporting Protocol document.

The agenda for each meeting will be drawn up by a designated member of SLT in conjunction with the Chair of the Committee. The agenda and supporting paperwork will be circulated by the minute taker. Minutes of each meeting will be written by the minute taker and sent to the Chair before full circulation. All supporting paperwork and minutes, once approved, will be made available on the Governor portal.

The Chair will produce a summary report, using a pre agreed format, which will be circulated to all governors with the minutes, placed on the Governor portal, and tabled at the next full Governors meeting.

Core Function: To hold Academy Leaders to account for the Academy performance in achieving the educational objectives; with particular reference to HR and Staffing matters, Employability implementation and performance, including employer partner engagement and external links, together with PR matters.

Terms of Reference:

To appoint the Chair of the Committee

1. Review and work with the HT/SLT in planning future staffing needs
2. Receive detailed reports on Staffing issues
3. Review and oversee HR policies and procedures including the Single Central Record
4. Review, scrutinise and ratify Performance Management decisions
5. Receive detailed reports on academy marketing
6. Receive detailed reports on employer links and integration of employability skills into the curriculum and wider life of the academy
7. Receive detailed reports on Extra and Co-curricular activities and the wider life of the academy
8. Receive updates on progress linked to staffing and outreach matters from within the Academy Development Plan
9. Receive, discuss and approve policies related to the committee remit
10. To support and guide on the above areas.

The terms of reference will be reviewed and updated annually during the Full Governing Body meeting in the Autumn term