Staffing committee terms of reference

For maintained school governing bodies

Reviewed September 2025

The following example terms of reference should be adapted to reflect:

- your specific governing body and school
- your committee's delegated responsibilities
- constitutional documents (such as your instrument of government)

Name of School:	Whitley Lodge First School
Name of committee:	Staffing Committee
Date agreed:	11th November 2025
Review date:	*October 2026*

Chair of committee:	
Clerk:	
Membership:	Jen Palmer, Abigail Cummings-Liddle, Lara Kimage, Bryan Stewart
Quorum:	*At least three governors who are members of the committee. The governing body can specify a higher limit.*
Meetings:	*Meeting frequency to be determined by the governing body – many committees choose to meet once per term.*

The committee has delegated responsibility to:

Staffing

1. review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
2. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
3. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
4. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
5. review pay decision data to ensure that pay increments are awarded fairly
6. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
7. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Delegated policies

Policies (that may be delegated to the curriculum committee to review) include:

- Health and safety
- Charging and remissions
- Data protection
- Governor allowances and expenses
- Policies that relate to premises management

Refer to NGA's policy review schedule for additional policies the committee may need to review or refer to.