

# **The Cardinal Wiseman Catholic School**

## **HUMAN RESOURCES COMMITTEE**

### **Terms of Reference**

**2014 / 2015**

#### **Membership**

1. The Human Resources Committee shall consist of a minimum of three members, nominated by agreement at the Governing Body meeting held in the Autumn Term.
2. The Chairs of the Finance and Pay Review Committees will be members of the Human Resources Committee.
3. Members of the governing body not directly in membership with the committee may attend and take full part in the meeting(s).
4. The Chair/Vice Chair of the Governing Body may attend meetings and have equal voting rights with committee members.
5. Quorum to elect Chair to the committee shall be three members of the committee and the Headteacher.
6. Quorum to conduct normal business on behalf of the governing body shall be three members of the committee and the Headteacher.

#### **Meetings**

1. The committee must meet once every term.
2. Agenda and relevant papers should be sent to members 7 days before a scheduled meeting.
3. Meeting notes must be taken.
4. The Human Resources, Pay Review and Finance committees meetings to be held in the same evening.

#### **Alternative Arrangements for Governor Participation at Meetings**

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings via telephone or video conferencing facility, if they have indicated this in advance of the meeting and this facility is available.
2. If a governor participates/votes at meetings but is not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
3. The school will make arrangements for the meeting to take place where telephone or any other method of electronic communication will enable a governor to participate fully including vote on issues.

## **Roles and Responsibilities**

1. Elect Chair to the committee at the meeting held in the Autumn term.
2. The Chair will be a member of the Finance and Pay Review Committees.
3. Nominate a clerk to keep a record of the meeting.
4. The subgroup will have fully delegated powers to make decisions as determined by the Governing Body. The terms of reference of the subgroup will be determined by the Governing Body.
5. To observe all statutory and contractual obligations.
6. To minute clearly the reasons for all decisions and report the decisions to the full Governing Body.
7. To achieve the aims of the whole school staff policy in a fair and equal manner.
8. Take account of the annual DfE School Teachers' Pay and Conditions of Service.
9. Discuss matters relating to staff, eg:
  - Staffing structure
  - Performance management arrangements
  - Appointments / dismissals
  - Conduct of staff
  - Disciplinary matters (general – not specific issues)
  - Redundancy

## **Reporting to the Governing Body**

1. The Committee meeting notes are to be made available to the full Governing Body.
2. Confidential notes taken at the meeting are to be recorded under Part 'B' and will be made available to the full Governing Body with the exclusion of Staff Governors.
3. The full Governing Body will receive the meeting notes of the Governors HR Committee in the confidential section of the agenda and will either endorse or refer back without debate in order not to prejudice any appeal.
4. Report all matters that are legal requirements and must be taken to the full Governing Body.
5. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

## **Members Interests**

Any member of the Human Resources Committee who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the committee shall, at the meeting, disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

## **Review**

1. These terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.
2. These terms of reference will be approved by the full Governing Body at their meeting to be held on 19th March 2015.

*Date for Review by the Human Resources Committee: 16<sup>th</sup> October 2015*

*Date of Next Review: Autumn Term 2015*

Approved: Tricia Ibe  
Chair of Human Resources Committee