

**SIR GRAHAM BALFOUR
MULTI-ACADEMY TRUST**



**Staffing & Standards Committee
Terms of Reference**

CHANGE CONTROL

<i>Date</i>	<i>Version</i>	<i>Details of change</i>
04/06/17	0.a	Initial Draft
10/07/17	0.b	Updated following review by Staffing & Standards Committee 4/7/17
19/07/17	0.c	Updated following review by Trust Board 18/07/17
31/07/17	1.0	Issue etc. updated following approval through '7-day process'
29/11/18	2.0	Approval at Board Meeting 28/11/2018
27/11/2019	2.0	No Changes

AUTHORISATION

Approved at Board Meeting 27/11/2019

Signed:



27-11-2019

Chair of Board

Date

SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST POLICIES AND PROCEDURES

Introduction

The purpose of this document is to detail the membership, operation and responsibilities of the Sir Graham Balfour Multi-Academy Staffing and Standards Committee.

Membership

The Staffing and Standards Committee comprises 6 members as follows:

- 3 Trustees
- Chief Executive Officer
- 2 appointed by the LGBs of the member institutions

Meetings

The Committee will meet on a minimum of three occasions in each Academic Year with the dates being agreed at the final board meeting of the previous Academic Year.

The Board has the authority to change the above dates or arrange further meetings if directors deem it appropriate.

On all occasions meeting documentation, including the Meeting Agenda, Minutes of the previous Board Meeting and any other available papers, will be distributed to members to give a minimum of seven clear calendar days between their receipt and the day of the meeting.

At the first committee meeting of the Academic Year members present will appoint a Chair and Vice-Chair for a term of office terminating at the first committee meeting of the following Academic Year.

The Committee may invite any individual who they believe can assist or advise on a particular matter or range of issues to any Committee Meeting. Such individuals will, with the permission of the chair, address the meeting as appropriate but shall not be entitled to vote.

Quorum

The Committee will be deemed quorate if 50%, including a minimum of two trustees, rounded up, of then current members are present.

Voting

All members present at a meeting will be entitled to a single vote on any matter which requires a formal Committee resolution.

In the event of a tied vote the meeting chair will have a casting vote.

Committee Responsibilities

RESPONSIBILITIES OF THE COMMITTEE

STANDARDS

1. Recommend to the Trust Board for approval the educational targets of the Academies, including, but without limitation, determination of each of the Academies' Development Plans.
2. Consider and evaluate performance of the Academies against KPI's set by the Trust Board (in consultation with the relevant Local Governing Bodies) in relation to academies and other matters.
3. Hold each academy's leadership to account for academic performance, quality of care and quality of provision
4. Consider and evaluate the effective use of the Pupil Premium funding by Academies.
5. Receive reports from the Headteachers on the quality of teaching and learning and making recommendations to the Trust Board.
6. Comment and advise on the self-evaluation process and the areas of improvement with particular regard to outcomes and success criteria.
7. Consider the aims and priorities for raising standards of achievement in each of the Academies' strategic plans.
8. Receive reports from the Headteachers and reviewing student attendance, exclusions, punctuality and disciplinary matters for each academy.
9. Ensuring that each Academy fulfils its legal requirement to publish information about their Academy's performance and curriculum.
10. Working on behalf of the Trust Board to ensure each Academy complies with its commitment to training for all personnel.

STAFFING

11. To determine the staffing complement for the Trust in line with Trust Improvement Plans and oversee any staff reduction or appointment procedures as necessary including consultation with teachers association and trade unions as appropriate.

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12. To ensure safeguarding procedures are in place and at least one Trust Board member has completed the safer recruitment training along with the Headteacher.
13. To conduct agreed by the Board, arrangements for recruitment and selection of all Trust staff except where delegated to the Chief Executive.
14. Agree and oversee the application of the pay policy.
15. To set the terms and conditions of service and levels of pay of employees having regard to the staff who have TUPE transferred.
16. To consider secondment and early retirement requests (with exception of the Chief Executive), which would go to the Board.
17. To consider and approve leadership job descriptions.
18. To approve leave of absence (where not delegated to the Chief Executive).
19. To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.
20. To receive reports and monitor status of any staffing issues. To receive updates on any staff whose performance is managed and any progress made.
21. To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues.
22. To investigate irregularities, conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures (Except where delegated to the Chief Executive, or if the dismissal relates to the Chief Executive).
23. To be responsible for monitoring succession planning when key vacancies arise and explore internal solutions in partnership with the CEO.

The committee will draw any significant recommendations and matters of concern to the attention of the Trust Board.

Monitoring and Evaluation

These Terms of reference will be evaluated by the Staffing & Standards Committee annually, at its first meeting of an Academic Year, or more frequently if legislation or experience suggests it is appropriate to do so.