
HUMAN RESOURCES COMMITTEE

Terms of reference

General Terms

- To act on matters delegated by the Board of Directors;
- To liaise and consult with other committees where necessary and appropriate;
- To contribute to the School Improvement Plan;
- To consider safeguarding and equalities implications in all business of the Committee.

Membership & Quorum

Committee membership is limited to five people and must include a minimum of:

- at least three representatives of the Board of Directors of The Brookfield School, which must include the head teacher.

Other members can be co-opted by the Board of Directors and need not be restricted to those who already serve on other governance bodies of The Brookfield School. No person employed by The Brookfield School other than those already noted above is eligible for membership. The term of membership is three years, and membership can be renewed for a second term.

The meeting is quorate when at least 50% of the membership and at least three Directors are present.

Meetings

Committee meetings must take place at least once a term. Committee meetings will not be open to the public, but minutes shall be made available. The Committee and the Board of Directors are at liberty to withhold from public inspection any matter or any information relating to a named person which either the Committee or the Board of Directors deems to be confidential.

The chair will be elected by the members of the committee and serve a one-year term which can be renewed up to three further times. In the absence of the chair, the committee will choose a chair from among those present.

The Committee's clerk will be the clerk to the Board of Directors, and in the absence of the clerk the Committee shall choose a clerk for that meeting from among those present (which may not be the head teacher, where s/he is present). The draft minutes for each meeting will be circulated within three weeks of the meeting, or one week in advance of the following Board of Directors meeting, whichever is sooner. The agenda and associated papers for each meeting along will be circulated one week in advance of the meeting.

Any decisions taken must be determined by a majority of the committee members present and voting,

HR planning and policy

The Committee has delegated authority from the Board of Directors, to which it must report termly, to:

- support the head teacher in ensuring that the school is sufficiently staffed to fulfil its development plan and to ensure effective operation;
- establish, approve and monitor a Performance Management Policy, and manage the school's performance management procedures for the head teacher;
- establish, adopt, monitor and review a Pay Policy;
- review, adopt and monitor all additional human resource policies, including recruitment, grievance, disciplinary and whistle-blowing policies and procedures;
- ensure that all recruitment reflects The Brookfield School's commitment to equality, diversity and safeguarding, conforming with safer recruitment practice and all relevant legislation;
- in consultation with staff, oversee any process leading to staff reductions;
- recommend to the Directors for approval the budget for salaries and related costs including training, in consultation with the Premises & Finance Committee;
- approve any severance or compensation payment (other than the head teacher);
- end the suspension of, or authorise the dismissal of a staff member (other than the head teacher).