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# EMPLOYMENT

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## PRINCIPLE 1

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The Governing Body of Stanground College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

## PRINCIPLE 2

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The success of this College depends upon the contribution of its entire staff. The Governing Body of Stanground College give full acknowledgement that fair and effective employment policies are essential to the achievement of that success. The Governing Body of Stanground College recognises that the effective development, implementation and operation of employment policies require the active involvement of all employees.

## PRINCIPLE 3

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The Governing Body of Stanground College will comply with employment and education legislation and take account of DfES and other relevant professional guidance.

The Governing Body of Stanground College have identified the following policy areas, based on the foregoing principles which it considers are essential to the future of the College.

### **Staffing:**

To forecast, within the context of the College improvement plan, the numbers of staff and the mix of skills and abilities required to meet the Colleges needs over the short, medium and long term.

### **Recruitment Selection**

To ensure an appropriate supply of suitably qualified and

### **Appointment and Induction:**

Experienced staff to meet the College Staffing Plan; to ensure that the principles of “Safeguarding Children: Safer Recruitment and Selection in Education Settings” are followed.

### **Health and Safety:**

To provide a healthy and safe working environment for all children, staff and visitors to the College.

### **Discipline:**

To establish and, as necessary, carry out fair and effective procedures for fair and equitable treatment in disciplinary matters.

### **Grievance**

To establish and, as necessary, carry out fair and effective procedures for the speedy resolution of grievances.

### **Equality of Opportunity**

To ensure that all staff in the College, and applicants for posts, are afforded equality of opportunity and equal treatment irrespective of race, sex, marital status, ethnic origin, age or disability, religion or belief.

### **Employee Relations:**

To consult with all staff, actively promoting their involvement, on all matters affecting their interests.

### **Training:**

To ensure that the training needs identified through the

### **Development:**

Staffing Plan are met in a manner conversant with continuous professional development, personal aspiration and the requirement for performance management and appraisal.

### **Pay, Benefits**

To pay salaries and wages in a fair and equitable manner

### **Welfare**

Consistent with objective differentials; to endorse the principle that the success of the College depends on the staff through attention to staff benefits and welfare.

## **TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

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1. MEMBERSHIP
  - 1.1 The personnel committee shall consist of not less than four governors and the Principal (or his/her representative).
  - 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Principal following consultation with the committee.
  - 1.3 Other members of the governing body may attend meetings of the personnel committee and may contribute to discussions on matters under consideration.
  - 1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

The quorum shall be three governors.

3. MEETINGS
  - 3.1 The Committee shall meet termly, or more frequently as may be required from time to time.
  - 3.2 Each term the committee shall review the dates of future meetings to ensure that a schedule exists for the academic year.
4. CHAIRMANSHIP
  - 4.1 The chair of the committee shall be elected annually at the first meeting of the Autumn term.
5. STANDING ORDERS

- 5.1 The agenda for the meeting shall be distributed at least seven days before the meeting.
  - 5.2 A summary of decisions taken and points for action will be noted on a copy of the agenda as a record of the proceedings of the meeting
  - 5.3 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.
  - 5.4 A report of proceedings of meetings of the personnel committee shall be circulated with the papers of the next full meeting of the governing body.
6. TERMS OF REFERENCE

The personnel committee will have delegated powers from the governing body to:

- a) draft and recommend for adoption a pay and conditions policy for the College (which is to be consistent with statutory, requirements national and local guidance and/or agreements made between the LEA, the governing body, the staff and their unions/professional associations)
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee
- c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments
- d) establish and regularly review personnel policies and procedures, in particular the following:
  - Performance Management
  - Lack of Capability
  - Disciplinary Procedure – Misconduct
  - Leave of Absence
  - Disciplinary Rules
  - Personal Information
  - Equal Opportunities – Staff
  - Physical Intervention
  - Grievance Procedure
  - Redundancy
  - Harassment
  - Staff Recruitment and Selection
  - Health and Safety
  - Whole College Pay Policy
- e) report to the governing body on all staff matters which relate to conditions of service
- f) advise the governing body on all current personnel developments which may affect the College's pay policy or budget
- g) determine and monitor the appointments procedure on behalf of the governing body
- h) set and monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place
- i) delegate to the Principal all matters relating to the day to day selection, management, supervision and dismissal of the staff employed at the College
- j) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities
- k) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers

- l) comply with the performance management regulations for teachers
- m) form a salary appeals committee when required

#### 7. DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

## DOCUMENT HISTORY

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Policy Author / Adopted By	Reviewed By	Date
	Personnel Governors	September 2006

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