



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Terms of Reference for Staffing and Welfare Committee

Staffing:

- To review staffing structure.
- To formulate and review policies as detailed in the policy overview, including:
 - Induction of Newly Appointed Staff
 - Job Share
 - Management and Staffing Statement
 - Maternity and Paternity Leave
 - Staff Development
 - Staff short term leave of absence
 - Whistleblowing
 - Work and Training Experience

Health and Safety

- To ensure appropriate action is taken on advice and guidance received from the Local Authority and/or other reputable sources and to ensure the school has appropriate policies, which are subject to regular monitoring and review, in place regarding:
 - Staff and Pupil Health and Safety
 - Healthy Lifestyle
 - Health and Safety at Work Act compliance
 - Safeguarding/Child Protection (including Safer Recruitment & Data Protection)
 - Acceptable use of IT
- To ensure all appropriate Risk Assessments are in place and carried out and furthermore appropriate procedures are in place for the management of Educational visits.
- To ensure accidents are reported, recorded and are regularly monitored for trends.
- To oversee the impact of COVID, including the COVID Risk Assessment
- To promote awareness to the Full Governing Body and where appropriate recommend training on all matters under the responsibility of Staffing & Welfare committee.

Welfare

- To ensure and oversee appropriate arrangements are in place for the Welfare of Staff, Pupils and all other people on school premises, including outside users, subject to Governing Body policy.
- To monitor and review attendance.
- To monitor and review the specific provision of welfare and support of vulnerable groups.
- To monitor behaviour strategy.

Chair of the Committee	Joanna Dent		
Quorum	3 Governors, to include 1 non-staff Governor and 1 staff Governor. The chairman has the casting vote.		
These terms of reference were agreed by the Staffing and Welfare Committee on:			13 th January 2021
Review Period	12 Monthly	Date of Next Review	December 2021