



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Terms of Reference for Staffing and Welfare Committee

Delegated Responsibilities:

- To review the staffing structure annually.
- To monitor the recruitment process for new staff and their induction into the school.
- To formulate, monitor and review policies as detailed in the policy overview, relating to:
 - Staffing, including Safer Recruitment
 - Health and Safety
 - Welfare
- To ensure all relevant Risk Assessments are in place and carried out.
- To ensure appropriate procedures are in place for the management of educational visits.
- To ensure accidents are reported, recorded and regularly monitored for trends.
- To promote awareness to the Full Governing Body and where appropriate recommend training on all matters under the responsibility of Staffing & Welfare committee.
- 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, including exclusions.
- To monitor the behaviour principles and policy.
- To monitor and review the School Development Plan and the SEF in relation to allocated responsibilities.

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:		June 2023	
Review Period	12 Monthly	Date of Next Review	June 2024