



## **STAFF WELFARE & DEVELOPMENT PANEL TERMS OF REFERENCE**

### **Remit and Responsibilities of the Panel**

The Learning Trust is the employer. The Trust board decides the strategic direction and has ultimate responsibility for all HR matters and delegates operational control to the Trust HR team, who will work with Headteachers to implement and direct relevant action. However, the board will delegate certain monitoring and reporting functions to the LGB of each school, who will establish a Staff Welfare Panel to maintain operational oversight within each school.

The Panel shall be responsible for the matters set out in the scope and responsibilities of these terms of reference, in relation to the operational oversight of all issues relating to the welfare, safety and development of staff and of the school's relationships with parents and partners.

### **Proceedings of Panel Meetings**

The proceedings of the Panel will fall under the Standing Orders of the Trust Board, as laid down in the Scheme of Delegation

### **Authority**

The Panel is authorised by the Trust Board to:

- carry on any activity authorised by these terms of reference and delegated powers through the Trust's Scheme of Delegation;
- seek any appropriate information that it requires from any Officer of the Trust
- To review the school policies delegated to Panel (as defined in the Policy Schedule), in accordance with the school's cycle of review.

### **Reporting**

The Panel will submit reports and minutes to the Trust board upon request, and the chair or vice chair of the Panel will attend the Trust People panel to provide updates and guidance.

	<b>Terms of Reference</b>	<b>How</b>	<b>When</b>
1.	To provide support, guidance, and accountability for the Headteacher on all HR matters.	Headteacher termly reports.  Governor involvement in all permanent staffing decisions.  Review delegated elements of the school's Annual Development Plan	As required
2.	To advise the Trust board on staffing structures and other staffing related policies	Through the school's implementation of Trust HR policies	Annually and as required

	and to oversee their implementation and review within the school.	Confidential updates at meetings.  Chair feedback to Trust panel	
3.	Review the implementation of the Trusts pay policy	To form a staff pay review Panel and appeals Panel	Annually and as required
4.	To maintain Trust appointment procedures; to participate in the recruitment, appointment and induction of staff in line with Trust policy and procedures	Governor involvement in all permanent posts.  For senior staff, Governor involvement in shortlisting.  To aid the Trust in the appointment of a headteacher	As required
5.	To have oversight and ensure the implementation of the Trust's performance management policy for all staff and equitable arrangements for pay review appeals.	Through the PM policy and the Pay Review Panel Discuss/review/challenge at meetings	Annually  As required
6.	To review and monitor the CPD programme, to encourage and oversee staff development opportunities at all levels and to celebrate outstanding achievement.	Discuss/review/challenge statistics at meetings. Termly Dashboard Annual survey	Termly
7.	To monitor and review staff work-life balance, working conditions and overall motivation and wellbeing, including application of the Trusts Wellbeing Charter and mental health first aiders	Discuss/review/challenge at meetings.  Governor/staff drop-in sessions.  Monitoring of absence and attendance.	Termly
8.	To evaluate the Staff Survey, including exit interviews	Identify action if required and monitor action plans	Twice yearly
9.	To ensure effective and appropriate policies are applied for staff discipline, grievance, capability and other staff-related matters as required.	Through the complaints and performance management policies.  Confidential update at meetings to discuss/review/challenge.  To sit on any disciplinary and appeal panels	Annually
10.	To monitor and review the complaints register and low level concerns register	Review/discuss/challenge	termly
10.	To monitor and review the ECT Policy to ensure compliance	Review/discuss/challenge at the Summer Term meeting	Annually
11.	To promote, develop and maintain effective communication between Governors and staff body.	Regular meetings/social events arranged as required. Governor links with departments.	As required.
12.	Ensure the school has robust succession plans	Conduct a succession planning exercise with senior leaders and share outcomes with the Trust board	At least every three years
13.	To monitor the areas of the School's Annual Development Plan designated to this Panel	Review/discuss/challenge at every meeting	Termly
14.	To critically consider the high-level risk management areas attributable to the Panel. (Risk register)	Annual review of key high-level risks and the mitigation activities undertaken.	Termly

15.	To deal with any matter specifically referred by the LGB.	Discuss/review/challenge	As required
<b>Delegated Policies</b> Single Central Record  <b>Oversight of Trust Policies</b> Allegations of Abuse Against Staff Policy Complaints Procedures and Policy Equality recruitment Procedures Low Level Concerns register Maternity Policies Pay Policy Appraisal Policy Prevention of Sexual Harassment at Work Policy Rarely Cover Policy Recruitment and Selection Policy Shared Parental Leave Policy Staff Absence Management Policy and Procedure Staff Code of Conduct Staff Discipline Policy and Procedure Staff Grievance Policy Staff Capability Policy Whistleblowing Policy Neo-Natal Policy			