

Alcester Grammar School

Terms of Reference People Committee

- The terms of reference must be reviewed by the board of trustees annually
- The committee shall have a minimum of three members who are trustees of the board and the majority of members must be trustees of the board
- The chair of this committee must be a trustee and shall be elected at the first committee meeting of the academic year

People

1. Review the staffing structure to ensure that it meets the requirement of the school development plan, the curriculum and is affordable
2. Review staff work-life balance, well-being and working conditions, including monitoring staff absence rates
3. Ensure that staffing procedures, including recruitment, comply with equality legislation and safer recruitment practice
4. Monitor the provision of staff training and CPD, ensuring sufficient budget is allowed
5. Monitor student well-being and personal development
6. Monitor the attendance and behaviour of pupils
7. Ensure a process is in place to approve educational visits, which includes health and safety and appropriate risk assessments
8. Ensure the school provides healthy, nutritious and affordable meals in accordance with legislation

Quorum:	A minimum of any three trustees or, where greater, a third of the total number of trustees on the committee.
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Terms of Reference reviewed by Committee		
Terms of Reference agreed by Board of Trustees		

Next Review Due	November 2024
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