

### The Personnel and Staffing committee

This committee is responsible for assisting the Headteacher to maintain the complete staffing body for St. Aidan's. This comprises all teachers and support staff including site and kitchen personnel. It is concerned with the health and welfare of the staff and gets involved in any disciplinary issues and appeals and is responsible for the Headteacher's performance management. Members of this committee together with some from the Finance committee make up the Pay committee which sanctions staff salaries throughout the school.

We meet at least once a term, usually every half term. Currently on the committee there are 6 members: the Headteacher, the Chair and vice-chair of the Governing Body, a Foundation Governor and two Parent Governors.

The committee annually reviews the staffing rota with the Headteacher. In the event of any vacancies, members of this committee will be responsible for helping the Headteacher and other members of the Senior Leadership Team in interviewing and selecting the best candidates for St Aidan's, taking into careful consideration the long-term aims of the SIP (School Improvement Plan).

In addition to assisting in recruiting and retaining excellent staff, this committee does its best to ensure that St Aidan's continues to be an environment that nurtures and develops all members of staff – this year we celebrated the 10 years long service record of one of our support staff.

Chair, Curriculum and Pastoral Care Committee

June 2011