



Mill Water School

admin@millwater.devon.sch.uk | www.millwater.devon.sch.uk | 01395 568890

Lead Governor – HR and Website

Agreed at the meeting of the FGB on: 22nd September 2021

Date of Next Review: September 2022

Name of Governor Leads: Cherie White

Terms of Reference

Plus any other activities as determined by the FGB.

D = Delegated to Lead Governor

R = Make Recommendations to Full Governing Board

The HR and Wellbeing Lead Governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated.	D
To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full governing board.	R
To approve the Performance Management/Teacher Appraisal Policy, ensuring that the appraisal process links with the School Development Plan (School Improvement Plan) priorities. Ensure that the board establishes an appropriate Pay and Performance Committee to monitor the appraisal process and decide outcomes	D
To work with the Senior Leadership Team to review the training requirements of the school workforce, linked to the curriculum and the School Development Plan and make recommendations to the board.	D
To work with the SLT to review the training requirements of the school workforce, linked to the curriculum and the School Development Plan and make recommendations to the Board.	R
Monitor recruitment & retention patterns, suggest plans to address any emerging issues	D
Monitor and review staff well-being & absence to identify trends & possible impact on provision, develop plan to mitigate and/or resolve any issues, in conjunction with Safeguarding Lead Governor.	D
To monitor arrangements for interviewing and appointing staff, including agreeing the level of governor involvement (setting criteria, shortlisting, part of interview panel) for different categories of appointments.	R
To ensure every member of staff has a Contract of Employment.	
Ensure that the school has appropriate policies in place related to the conduct of staff. Monitor that the school's approved policies and procedures are followed by staff.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D
Confirm arrangements for HT appraisal, appointment of external advisor & HT appraisal governors (ensure at least one member of the appraisal panel has undertaken relevant training) for approval by the board.	R
To consider the introduction of an annual staff survey. Evaluate responses to the annual staff survey, if introduced, and identify areas where action may be needed to address any concerns raised.	D
To monitor that the school has issued Privacy Notices to staff and the Data Protection Officer (DPO) ensures that appropriate Data Protection requirements and safeguards are in place for personnel data.	D