



# SHREWSBURY INTERNATIONAL SCHOOL

BANGKOK

Policy Title: Staff Committee Terms of Reference

Policy Section: Section F - Staffing

Policy Number: F13

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Policy Compendium

Staff Handbook

Website

## **Rationale**

The Staff Committee was established in September 2005 and exists to provide close cooperation and understanding between the leadership of the school and teachers. The purpose of this document is to clarify the Constitution and Terms of Reference of The Staff Committee.

## **Constitution**

The Staff Committee shall be elected by private ballot (if numbers of applicants render a ballot necessary) on an annual basis by all full-time members of staff at the earliest opportunity in the new Academic Year. It shall comprise at least seven members of full-time staff with five representing a quorum. There shall be a limit of fifteen members, with the longest standing member stepping down when a new application to join is received. Any member may reapply following one Academic Year from stepping down.

As far as possible, a fair and balanced representation of Junior and Senior School staff on the committee shall be sought. To this end, new members shall be sought through general advertisement of the committee and its roles.

A Chairperson, and a Secretary shall be elected by private ballot of Staff Committee members at the earliest opportunity in the Academic Year (if the number of applicants render a ballot necessary).

The Staff Committee will normally meet at least once each half term with the Principal, and may meet more often if issues arise requiring further discussion. These meetings will be so arranged to ensure that staff members in all parts of the school are able to attend whenever possible.

Minutes of all meetings will be kept and circulated to The Board of Governors, The Senior Management Team and the staff. Thai language versions of the minutes will be made available where time considerations render this possible.

### **Terms of Reference**

1. Communication:
  - 1.1. To foster harmonious relationships and unity of purpose between the leadership of the school and the staff through close, regular and two-way communication;
  - 1.2. To set best practice for standards of communication within the school;
  - 1.3. To provide a formal and transparent route for views of the staff to be voiced and for responses from school leaders to be properly communicated;
  - 1.4. To hold focused meetings on topics that have arisen to allow staff to communicate ideas in a forum.
  
2. Salaries, Terms, Conditions and Benefits:
  - 2.1. To make general representations on behalf of the staff to The Executive Board, the advisory Board of Governors, The Principal and The Senior Management Team in relation to Salaries, Terms, Conditions and Benefits;
  - 2.2. To provide a response to The Executive Board, the advisory Board of Governors, The Principal and The Senior Management Team on previous decisions on salaries, terms, conditions and benefits and to establish a framework for discussion for both the year ahead and the medium term.

3. School Policy:
  - 3.1. To review and comment on school personnel policies as submitted by The Senior Management Team. All such commentaries shall be presented in writing and in advance of the termly meeting with The Senior Management Team to allow for due deliberation.
  - 3.2. To act as a conduit for views from staff on school policy.
  - 3.3. The views of The Staff Committee will be sought on school policies relating to Staff Discipline, Capability and Grievance; however, members of The Staff Committee have no constitutional or representative role to play in the resolution of individual disciplinary, capability and grievance cases. It is made clear in the policies that colleagues involved in such procedures, as a matter of good practice, are invited to enlist the support of an advisor and friend.

### **Facilities**

To work closely with the leadership of the school in developing and enhancing facilities for staff and their families.