

The Langley Academy Trust

Personnel Committee

Schedule of Work 2018 - 19

<p style="text-align: center;">Autumn Term 2018 November</p>	<p style="text-align: center;">Spring Term 2019 March</p>	<p style="text-align: center;">Summer Term 2019 June</p>
<p>Receive update on Safeguarding</p> <p>Receive Report on:</p> <ul style="list-style-type: none"> • Recruitment and retention strategy • Staffing structure 18/19 • Pay recommendations • CPD update 18/19 • Staffing update 18/19 • Staff wellbeing 18/19 • Complaints against staff <p>Policy Review</p> <ul style="list-style-type: none"> • Pay • Performance Management • Dress Code • Staff absence, sickness and cover 	<p>Receive update on Safeguarding</p> <p>Receive Reports on:</p> <ul style="list-style-type: none"> • Recruitment and retention strategy • CPD update 18/19 • Staffing update 18/19 • Staff wellbeing 18/19 • Performance Management • Complaints against staff <p>Policy Review:</p> <ul style="list-style-type: none"> • Capability • Grievance • Retention • Safer Recruitment • Staff Code of Conduct • Staff Discipline 	<p>Receive update on Safeguarding Review SOW and TOR 2019/20</p> <p>Receive Reports on:</p> <ul style="list-style-type: none"> • Recruitment and retention strategy <ul style="list-style-type: none"> ○ CPD update 18/19 ○ Staffing update 18/19 ○ Staff wellbeing 18/19 ○ Performance management ○ Complaints against staff <p>Policy Review:</p> <ul style="list-style-type: none"> • Complaints • Maternity • Paternity • Adoption • Transference (staff moving within the Trust)

