

Recruitment and retention committee

Co -Chairs	Clare Rees and Audrey Daley, Primary Headteachers
LA Lead Officer	Therese McNulty, School Governance Lead
Members	<ul style="list-style-type: none"> • Primary School Headteacher (Louise Singleton) – ELP Board Member • Primary School Headteacher (Laura Morgan) • Primary School Headteacher (Clare Rees) • Primary School Headteacher (Audrey Daley) • Nursery School and Children’s Centre Headteacher (Himisha Patel) • High School Headteacher (Mia Pye) • Special School Headteacher (Shelagh O’Shea) – ELP Board Member • Ealing Teaching School Alliance lead (Sharon Moody) • Director of Finance & Resources (Margo Muris) • School Governance Lead (Therese McNulty) • Head of Schools’ HR Consultancy (Mark Nelson) • Schools’ HR (Sangeeta Jerath) • NQT and Ethnic Minority Achievement Adviser (Mirela Temo)
Frequency	4 meetings per year plus task and finish groups as required
Reporting to	ELP Board
Purpose	<ul style="list-style-type: none"> • Represent the views of Ealing Learning Partnership (ELP) schools in relation to recruitment and retention (RR) • Make recommendations to the ELP Board (ELPB) for specific RR commissions • Approve and develop specs as appropriate for approved commissions about RR eg school recruitment website development • Collaborate on time bound projects to support schools with guidance and practical approaches to RR • Promote creative, innovative approaches to issues raised in relation to RR • Ensure value for money in its approach to RR • Ensure the effective communication of available support to schools across services and providers • Support discussion and promotion of wider initiatives which impact upon recruitment and retention e.g. workload, well-being, housing etc • Support the design of annual ELP commissions to encourage council/school-led initiatives; assess bids; recommend provider to board and evaluate impact of work • Review the development and impact of ELP RR initiatives – seeking external evaluation as appropriate

Functions	<ul style="list-style-type: none"> • Identify challenges, specific issues and good practice in relation to effective RR strategy • Evaluate the impact and share learning from new developments to support recruitment and retention • Promote and share innovation for the benefit of the partnership
Decisions	<ul style="list-style-type: none"> • Recommending priorities to ELP board to improve RR • Recommendations to board for school-wide RR initiatives
Roles of members	<p>Chair & LA Lead</p> <ul style="list-style-type: none"> • Bringing together the ELP RR Committee agenda • Analysis of impact of the work of Committee • Securing the effective roles and inputs of members so that priorities are addressed • Reports to ELPB and a termly summary of progress for all ELP members • Facilitate effective communication between all stakeholders (ELPB, Committee, Heads, Council etc...)
Conduct	<ul style="list-style-type: none"> • A register of conflicts (outlined in a conflict of interest protocol) will be held for all members of the group and members are required to update when they change. When conflicted, members will be excluded for the relevant part of the meeting and their absence noted in the record of the meeting. • The quorum shall be 50% of the members of the ELP RR committee
Communication/transparency	<p>The following information will be published on the ELP website –</p> <ul style="list-style-type: none"> • Annual self-evaluation report of progress and impact in addressing priorities • Record of meeting (except confidential items) • The outcomes of decisions on funding • A membership list
Links to other groups	Spans of influence document maps out linked committees.
Supporting documentation	<p>Documents to be shared</p> <ul style="list-style-type: none"> • A record of the previous meeting • Action plan and supporting documents

Meetings schedule 2020

Date	Time/ venue	Key activity and reports
29 Jan 20	2-4pm PH 2.03	Development of recruitment website
25 Mar 20	2-4pm PH tbc	Cancelled due to Covid 19
11 May 20	12.30 – 13.45pm (Remote mtg)	Response to Covid 19 and review of priorities
20 May 20	3 – 4.30pm (Remote mtg)	Practical recruitment, staffing guidelines
23 June 20	2-3.30pm (Remote mtg)	Recruitment website