

# Terms of Reference for the First (Hearings) Committee of the Governing Board of West Hill Primary School

Membership:	The Governing Board – members selected according to the requirements of the hearing.
The Headteacher and staff governors may not be a member	
Associate Members:	Can serve on this committee and will form part of the quorum
Quorum ( <i>minimum of 3</i> )*:	3 to be drawn from the membership above
Chair of Committee:	To be agreed according to the requirements of the hearing
Clerk of Committee:	Bec Davey
Agreed at meeting of full Governing Board on 2 <sup>nd</sup> October 2019	
Date of next review: Autumn 2020	
These terms of reference are reviewed annually by the Governing Board and when there are any changes to the Board membership	

## Agreed terms of Reference

- To make any initial decision relating to staff conduct, capability or a grievance (where this has not been delegated to the headteacher.)
- To make a decision to suspend a member of staff (where this has not been delegated to the headteacher.)
- To make a decision to dismiss a member of staff.
- To make any other initial decisions as are needed in respect of any staffing (HR procedures which are not covered by the Governing Board)