

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

## Membership:

- The Headteacher may not be a member      The Governing Board – members selected according to the requirements of the hearing.
- It is not appropriate to include staff governor
- Associate members      Can serve on this committee and will form part of the quorum

## Quorum

Three to be drawn from the membership above:

## Chair of Committee:

To be agreed according to the requirements of the hearing

## Clerk to Committee:

Bec Davey

## Date of review\*:

Autumn 2022

Agreed at meeting of full governing board on **29<sup>th</sup> September 2021**

\*These terms of reference should be 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 initial decisions in respect of staff redundancies
- To make any other initial decisions as are needed in respect of any staffing/HR procedures which are not covered by the Governing Board