

# Terms of Reference for the First/Hearings Committee of the Governing Body of Bolham Primary School

Membership:	Lynne Guest, Claudette Harrower, Stephanie Rolfe, Julia Slade
• The Headteacher may not be a member	.....
• It is not appropriate to include staff governors	..... .....
• 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:	Stephanie Rolfe
Clerk to Committee:	Bruce Benton
Date of review*:	October 2021 (First FGB Meeting of the new academic year)

Agreed at meeting of full governing board 22nd October 2020.

\*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 Terms of Reference for the Resources Committee