



St Thomas Primary School

Terms of Reference First/Hearings Committee

Date adopted	14 th July 2011	Version	Jul11
Last Reviewed	5 th October 2011	Review Cycle	Annual
Revision Ref			
Author/Owner	Full Governing Body		

This version based on DGS Model (May 2011)

Membership

- The Headteacher may not be a member
- Associate members may not be included
- It is not appropriate to include staff governors

Quorum

- Three to be drawn from the membership

Roles

- Committee Chair to be agreed by the membership
- Meetings to be minuted by the Clerk to the Governing Body

Terms of Reference

- To make any initial decision relating to staff conduct, capability or a grievance (where this has not delegated to the Headteacher)
- To make a decision to suspend a member of staff (where this has not 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 Personnel Committee