

Terms of Reference for the **FIRST/HEARINGS COMMITTEE** of the Governing Body of Bow Community Primary School

Membership:	Melanie Bishop
• <i>The Headteacher may not be a member</i>	Richard Drake
	ANO
• <i>It is not appropriate to include staff governors</i>	
• <i>Associate members can serve on this committee and will form part of the quorum</i>	
Quorum:	3 to be drawn from the membership above
Chair of Committee:	
Clerk to Committee:	Megan Heath
Date of review*:	September 2022

Agreed at meeting of Full Governing Board on 21 September 2021

Agreed Terms of Reference:

- To make any initial decision relating to staff (including headteacher) 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) or headteacher
- To make a decision to dismiss a member of staff or headteacher
- 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