

HAYTOR VIEW COMMUNITY PRIMARY SCHOOL

FIRST COMMITTEE

TERMS OF REFERENCE

Learning together - enjoying success - aiming high - celebrating difference – enriching community

Membership

- The committee shall consist of not less than three governors.
- The Head Teacher and staff governors **cannot** be members

Meetings and Quorum

- The committee shall meet as required
- The quorum for meetings shall be three governors

Functions

- To make any initial decision relating to staff discipline, capability or grievance (where this is not delegated to the headteacher)
- To make a decision to suspend a member of staff (where this is not delegated to the Head Teacher)
- 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 Pay Committee and Head Teacher Appraisal Committee.