

# Terms of Reference for the First/Hearings Committee of the Governing Board of the Federation of Stoke Hill Schools

**Membership:** three to be drawn from the eligible governors and associate members below

- The committee shall consist of not less than three
- The headteacher and staff governors **cannot** be members of the committee
- Associate members can be part of this committee and will form part of the quorum.
- If any governor / associate member have a connection with the individual involved in the formal proceeding, or knowledge of the incident/ issues giving rise to the formal proceeding which could be perceived to affect his or her ability to act impartially, he or she should step down.

**Quorum:** three

....Any three from the following.....

Andy Pheasant, Christina Lawton, Helen Greenhall, Jade Earle, Simon Jones, Zohal Rohani, Jesney Stone, Jo Cook, Katrina McGuigan, .....

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Date of review\*: ..September 2025.....

Agreed at meeting of full governing board (**date**) ..19th September 2024.....

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\*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