

Terms of Reference for the First Committee of the Governing Body of Instow Community Primary and Pre-School

Membership:	At least three Governors to be drawn from the following: Hayley Heaton, Julie Stanway, Neil Denton, Simon Gooch, Alan Mackie, Sue Edmonds
	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:	To be elected by the Membership
Clerk to Committee:	Colette Woo
Date of review:	June 2023

Agreed at meeting of full governing board: 30th January 2023

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 Full Governing Body decisions.
- To seek professional advice from the Local Authority or others where necessary
- To elect the Chair of the Committee.