

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

<p>Membership:</p> <ul style="list-style-type: none"> ● <i>The Headteacher may not be a member</i> ● <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> 	<p>Melanie Bishop</p> <p>Richard Drake</p> <p>ANO Governor by agreement with the Chair of Governors</p> <p>Beth</p>
Quorum:	3
Chair of Committee:	Mel Bishop
Clerk to Committee:	Natalie Chandler
Date of review*:	September 2025

Agreed at meeting of Full Governing Board on 17th September 2024

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