

## Terms of Reference for the Governing Body's 1<sup>st</sup> (Hearings) Committee

Agreed at the meeting of the full governing board: Autumn Term 2020

Review date: Autumn Term 2021

Membership: All eligible governors at the time of the hearing with the following rules:

- The Headteacher may not be a member
- It is not appropriate to include staff members
- Associate members can serve on this committee and will form part of the quorum
- Members may be drawn using the Terms of Reference for Joint Panels (agreed with the Country and Coastal Schools Partnership)

Chair of Committee: To be appointed as appropriate at the time of the Hearing

Clerk of Committee: Natalie Stanbury (or as appropriate where there is a conflict of interest)

Quorum: 3

### Delegation

As an accountable body, the board is the key decision maker. It may delegate operational matters to executive leaders and governance functions to committees...or in some cases to individuals, but the board as a corporate entity remains accountable and responsible for all decisions made... (Governance Handbook, March 2019).

Governors and Associate Members serving on the 1<sup>st</sup> (Hearings) Committee will undertake appropriate training in order to fully understand their role.

### Levels of Delegation - Decision or Recommendation

D = **Decision** to be taken by the committee and recorded confidentially in Part 2

R = the committee to make a **Recommendation** to the Pay and Performance Committee, who will make the decision and report headlines only to FGB.

### Policies & Documents Delegated to this committee

None – the committee should have regard and be familiar with:

Policy/Document	D/R	Frequency	Term	Next Review	Statutory
All documentation relevant to the hearing					

### Duties which are delegated to this committee:

Duty	D/R	Timescales	Evidence
To make any initial decision relating to staff conduct, capability or a grievance (where this has not been delegated to the headteacher)	D	As required and following policy and procedure relating to the subject of the hearing	Meeting minutes Correspondence detailing decisions

To make a decision to suspend a member of staff (where this has not been delegated to the headteacher)	<b>D</b>	As required and following policy and procedure relating to the subject of the hearing	Meeting minutes Correspondence detailing decisions
To make a decision to dismiss a member of staff	<b>D</b>	As required and following policy and procedure relating to the subject of the hearing	Meeting minutes Correspondence detailing decisions
To make initial decisions in respect of staff redundancies	<b>D</b>	As required and following policy and procedure relating to the subject of the hearing	Meeting minutes Correspondence detailing decisions
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 Business, Finance and Personnel Committee	<b>D</b>	As required and following policy and procedure relating to the subject of the hearing	Meeting minutes Correspondence detailing decisions