

First (Personnel/Dismissal) Committee

Terms of reference:

- To consider and to make any decisions about matters brought before the Committee relating to the discipline or dismissal of staff, or staff grievance
- To apply the Governing Body's agreed criteria in selecting a member(s) of staff for redundancy
- To hear representations from such member(s) of staff selected for redundancy
- To arrive at a decision as to the final selection of member(s) of staff to be declared redundant
- To consider and to make any decision about matters brought before the Committee relating to the capability of a member of staff to perform his/her duties satisfactorily
- To consider any recommendations from governors regarding review of pay
- To consider individual applications from staff for a review of pay
- To comply with the school's Whole School Pay Policy in these matters

Membership – Not less than 3 members of the Governing Body. The chairman shall be elected whenever the committee is required to hold a meeting.

(NB. The number appointed to this committee directly affects the number required for an Appeal Committee) The GB may remove or replace a member of the committee at any time.

It is suggested that one experienced governor be appointed to this committee and that the Chairman of Governors, due to probable prior knowledge, should not be a member.

Disqualification – The Headteacher

(The Headteacher may be required to attend to present information only to the committee.)

Meetings – The Committee shall meet as required. Meetings shall be conducted in accordance with School Governance Regulations, the whole School Pay Policy and the personnel procedures adopted by the Governing Body for the time being.

These terms of reference agreed by the Governing Body	14.07.2014
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Name of Governor	Date Appointed to the Committee
Sharon Brolly	02.10.2017
Brigit Kingshott	02.10.2017
Susie Chaikin	02.10.2017

Chair of the Committee	TBA at first meeting
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Clerk to the Committee *	Geoffrey Brighton
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Quorum (minimum of 3, committee can determine higher number)	3
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Date Committee established	2014
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Date of review:	02.10.2017
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