



Terms of Reference for the First/Hearings Committee of the Governing Board of Mill Water School

Membership:	Andrew Gardner, Pene Duffelen, Julie Cornwell
	If Mill Water Governors are not available then Governors may be selected from the Exmouth Learning Community and/or Sentient Trust schools.
	<ul style="list-style-type: none">• 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: 1. 2. 3.
Chair of Committee:	Andrew Gardner
Clerk of Committee:	Bobbie Potter
	Agreed at meeting of full governing board 22nd September 2021 Date of review* September 2022

*These terms of reference should be reviewed annually by the Full 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