

THEALE C of E PRIMARY SCHOOL GOVERNING BODY

Terms of Reference for First Committee

Purpose

To hear matters arising from the relevant school policies:

- **Complaints Policy**
- **Staff Dismissal**
- **Staff Competence**
- **others as required**

Membership

- Membership of the committee will be reviewed annually.
- The membership of the committee shall be three governors and should reflect the structure of the membership of the governing body.
- A member of the committee must declare themselves unavailable if they have a particular interest or involvement in the complaint or complainant.
- If for any reason any of the nominated persons cannot participate, another governor will be appointed by the Chair of Governors. If, due to availability or issues of personal interest, this is not possible, a governor from Enborne CE Primary School can be appointed by the Theale C of E Primary School Chair of Governors.
- The Chair of the Committee will be appointed at the time of agreeing membership of the committee.
- The Headteacher, Staff Governor and the Chair of Governors cannot be members of the committee but will attend meetings in an advisory capacity if required.

Quorum

- The quorum shall be three.

Meetings

- The committee will meet as and when required.
- Unless there are circumstances in which delay would be seriously detrimental to the interests of the school, a staff member, pupil or parent, at least one week's notice will be given for the meetings, together with an agenda.
- Meetings will be convened by either the Chair or the Clerk to the Governing Body who will act as clerk to this committee, unless it is appropriate for the committee to appoint a different clerk.

Functions and Powers

- The functions of the committee are laid out in the relevant policies.

Report

- All actions and decisions of this committee will be reported to the full governing body at its next meeting.
- Where appropriate confidentiality will be maintained.

Review

- The terms of reference will be reviewed annually by the Chair of Governors who will make recommendations to the full governing body.

Last Reviewed: September 2020