



## THE TERMS OF REFERENCE

TITLE	THE FIRST COMMITTEE
PURPOSE	TO FULFIL THE GOVERNING BOARD'S STATUTORY RESPONSIBILITIES FOR STAFF AND PUPIL DISCIPLINE, EXCLUSIONS, STAFF DISMISSALS/REDUNDANCY, CAPABILITY AND FOR DEALING WITH COMPLAINTS.
MEMBERSHIP	<p>The Vice Chair of Governors and one or two *eligible governors, depending on availability on the day, drawn from a list of named governors.</p> <p>*A person employed at the school [including the Headteacher] is NOT eligible to serve on the First Committee.</p> <p>*A parent governor is not eligible to serve on the First Committee when meeting as the Pupil Disciplinary Committee or when dealing with a complaint from another parent.</p> <p>*A governor who has previous knowledge of the case cannot serve on the First Committee.</p>
QUORUM	The Vice Chair of Governors, plus two named Governors according to availability on the day.
CHAIR	The Vice Chair of Governors
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	The Committee would normally meet within ten working days of the decision to convene a meeting of the First Committee.
REPORTING PROCESS	It is essential that full notes are kept of the proceedings for production in the event of a challenge or allegation of unfair treatment by the person who is the subject of the proceedings.

**NB: DELEGATED AUTHORITY. The Headteacher has delegated power from the Governing Board to deal with minor disciplinary matters in relation to junior members of staff**

**NB: COMPLAINTS AGAINST THE HEADTEACHER. The Chair of Governors shall be the Nominated Governor to receive complaints against the Headteacher**