



'Learn, Endeavour, Aspire, Respect, Nurture'

Oxpring Primary School

Governing Board Committees

Terms of Reference

STAFF DISMISSALS COMMITTEE

1. **Membership**

The membership of the Committee will be a minimum of 4 Governors, which will not include the Staff Governors or Head Teacher. The meeting will be minuted by a clerk.

2. **Quorum**

The quorum shall be three Governors. Each planned meeting must have an odd number of Governors present.

3. **Meetings**

Hearings will be held as required and often enough to meet its remit.

4. **Function**

The Committee shall meet to consider the Head Teacher's decision to put to the panel any concerns that have arisen from staff grievance, confidence, competency or conduct procedures. The committee will be called according to the agreed Staffing Regulations Guidance that has been agreed by the Full Board. The committee has the remit to consider possible dismissal of staff. The decision of the Committee will be conveyed to the staff by the Human Resources representative on the panel. If staff appeal against the decision made by the Committee, their appeal will be heard by a Staff Appeals Committee which will be drawn from the full Board.

5. **Reporting**

A summary shall be presented to the next termly Board meeting.

6. **Review**

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

TERMS OF REFERENCE - STAFF DISMISSAL

To hear representations that any person employed by the Local Education Authority to work at the school should cease to work there and resolve:

- the Local Authority be advised of their determination and the reasons for it
- determine a relevant disciplinary sanction or
- determine that there be no case to answer.

DISMISSAL APPEAL

To hear appeals arising from the decisions of the Staff Dismissal committee,
and resolve:

- the Local Authority be advised of their determination and the reasons for it.

Please see separate attendance sheets