

Terms of Reference for the First Committee of the Governing Body of Instow Community Primary and Pre-School

Membership:	At least three Governors to be drawn from the following: Hayley Heaton, Julie Stanway, Simon Gooch, Alan Mackie, Sue Edmonds, Kayleigh Allin, Janet Rothney 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:
Chair of Committee:	To be elected by the Membership
Clerk to Committee:	Colette Woo
Date of review:	September 2027

Agreed at meeting of full governing board: 21st September 2026

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 which are not covered by Full Governing Body decisions. ● To seek professional advice from the Local Authority or others where necessary ● To elect the Chair of the Committee.