

# **BORDON JUNIOR SCHOOL**

## **Terms of Reference for the Staff Dismissal Committee**

- Membership:** Any 3 named members of the Governing Body (*excluding Head teacher & staff governors*)
- Quorum:** 3
- Meetings:** As required, when the Head teacher (or Chair of governors) considers that a member of staff should cease to work at the school.
- Chair:** Governing body appointment  
(*Excluding Head teacher, pupil or member of staff employed to work at the school*)

### **Function:**

- To hear representations concerning the potential dismissal of an employee and determine an appropriate outcome within their delegated powers.
- To hear representations from an employee and determine whether or not that employee should cease to work at the school (as per Schedule 16/17 of the School Standards and Framework Act 1998). In cases concerning potential gross misconduct, the committee should determine whether the employee should continue to work at the school. The committee may impose a lesser sanction provided that this is permissible within the terms of the contract.
- To report the decisions to the next full meeting of the governing body following the committee decision. The report will normally be restricted to the outcome of proceedings and is excluded from the usual rules concerning publication of governing body proceedings, as it refers to a named member of staff.

### **Adviser**

The Head teacher or his/her representative(s) has a right to attend in an advisory capacity a committee hearing where the dismissal of a member of staff is to be contemplated.

### **Clerk/ Minutes**

The full governing body shall appoint a clerk to the Staff Dismissal Committee to take minutes of the proceedings. The clerk to the committee shall keep minutes of the proceedings of that committee.

Once the minutes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained in the confidential file. These minutes are excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, these minutes may be accessed by other members of the governing body.

Once the minutes have been signed, a copy of these should be provided to Education Personnel Services.

---

These terms of reference are to be reviewed annually by the governing body in the Summer term.