SEATON PRIMARY SCHOOL **Draft Terms of Reference**

Title:	The First Committee
Membership:	Membership shall consist of any five governors having no prior knowledge of the case. The Headteacher may exercise his/her right to attend to give advice. The Chief Education Officer has the right to attend.
Quorum:	The quorum shall be three governors.
Meetings:	The committee shall meet as required. The LEA shall be informed and consulted whenever it is necessary to convene a meeting.
Terms of Reference:	To consider and to make any initial decisions a) about matters relating to the dismissal of staff b) staff grievances c) complaints against members of staff d) pupil exclusions in accordance with LEA procedures.

Title:	The Appeal Committee
Membership:	Membership shall consist of any governors who have not taken part in the proceedings of the First Committee. The Headteacher may exercise his/her right to attend to give advice, but may not vote. The Chief Education Officer has the right to attend.
Quorum:	The quorum shall be five governors.
Meetings:	The committee shall meet as required. The LEA shall be informed and consulted whenever it is necessary to convene a meeting.
Terms of Reference:	To consider and decide on any appeals against the decision of the First Committee, in accordance with LEA procedures.