

**TERMS OF REFERENCE
STAFF DISCIPLINE/CAPABILITY PANEL
ST PETER'S CE SCHOOL
BIRMINGHAM
B17 OBE**

The Governing Body of St Peter's CE School has adopted and follows the recommendations and procedures set out in the 'Birmingham HR Staff Discipline Policy'

All terms of reference need to be annually reviewed, updated and approved by the full GB

1. Membership

- a. The membership shall be at least 3 governors, none of whom shall be a staff governor or governor who has an interest that requires them to withdraw.
- b. The Head teacher may exercise the right to attend in an advisory capacity providing the issues do not relate to their conduct. The Head cannot vote.

2. Quorum

- a. The quorum shall be three members.

3. Meetings

- a. The committee shall meet as required
- b. The LA shall be informed and consulted whenever it is necessary to convene a meeting.

4. Minutes

- a. Pending the availability of the clerk, an external body, who is not a member of the governing body will be asked to attend and take minutes.
- b. The minutes of this committee may be withheld until the end of an Appeals Procedure in order to avoid prejudicing a vote.

5. Chairing

- a. The committee shall elect a Chair (excluding the Head teacher)

6. Responsibilities

The GB of St Peter's CE School has delegated the following duties and responsibilities to this panel:

- To consider and make any initial decisions about matters relating to the dismissal of staff or staff grievances, in accordance with LA procedures.