



FARNBOROUGH ROAD INFANT SCHOOL

STAFF DISMISSAL/COMPLAINTS COMMITTEE TERMS OF REFERENCE September 2025

Membership	
1.	The Committee will have 3 Governors appointed by the Governing Body, none of whom must be tainted ie have been involved previously in any discussion or interview concerning the matter in question. A reserve member should be appointed to ensure that timeframes can be met.
2.	The Committee will appoint a Chair
3.	The Headteacher or any other member of the Governing Body employed at the school may not be a member of this Committee.

Quorum	
1.	3 Governors will represent a quorum.

Meetings	
1.	The Committee will meet when necessary and minutes must be taken by a Clerk appointed by the Governing Body. The Clerk can be but does not need to be the Governing Body Clerk.

Functions	
1.	The Staff Dismissal/Complaints Committee will have delegated responsibility for considering and making decisions on all complaints when escalated to Stage 2 and any cases of serious misconduct by any member of staff within the school which could lead to dismissal.
2.	The Staff Dismissal/Complaints Committee will have delegated responsibility for considering and making decisions on all cases of compulsory redundancy.
3.	The Staff Dismissal/Complaints Committee will have delegated responsibility for considering and making decisions about capability issues.
4.	The Staff Dismissal/Complaints Committee membership and proceedings will be in accordance with governance regulations.
5.	The minutes of this Committee should be withheld until the end of an Appeals Procedure or a Complaint is finalised to avoid prejudicing a vote.
6.	Any decisions must be made in accordance with adopted policies and procedures.