

Terms of Reference for the First/Hearings Committee of the Board of Trustees of United Schools Trust

Review date: September 2021*

Update January 2021 see names of trustees

Membership: three to be drawn from the eligible trustees below

- The committee shall consist of not less than three
- The principal and staff trustees **cannot** be members of the committee
- If any trustee has a connection with the individual involved in the formal proceeding, or knowledge of the incident/ issues giving rise to the formal proceeding which could be perceived to affect his or her ability to act impartially, he or she should step down.

Quorum: three

- David Barnett
- Sue Clarke (resigned as trustee 12 January 2021)
- Safeguarding trustee
- Marcus West (appointed by Members 11 January 2021)
- Suzannah Wharf

Agreed at meeting of full trust board on 14 September 2020

*These terms of reference should be reviewed annually by the Trust Board and when there are any changes to the Board membership

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 Principal)
- To make a decision to suspend a member of staff (where this has not been delegated to the Principal)
- 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 the Terms of Reference for the Personnel Portfolio Holder

