

# Portchester Community School



## Governor Committee Terms of Reference

(For Annual Review. Reviewed: September 2025)

### Purpose of Governor Committee

To act on behalf of the Governing Body, having regard to the governors' statutory employment responsibilities and the school's personnel policy and practices and the school's Complaints Policy. The HCC Manual of Personnel Practice has been adopted and the committee will follow the procedure set down therein.

Governors have a responsibility to convene committees when required, in order to address matters regarding:

1. the possible dismissal of staff
2. staff grievance or
3. complaints from parents

and to decide an appropriate outcome.

### Membership

1. The Committee will consist of three (3) non staff members of the Governing Body.
2. Committees will elect their own chair, who will not be an associate member.
3. The quorum for any committee meeting under these guidelines is three (3).

### Meetings

1. Committees will be clerked by a trained individual who is not a member of the committee
2. All meetings will be minuted and these minutes will remain confidential.
3. The decision of any Committee meeting will be reported to the next full meeting of the Governing Body after either the period for appeal has elapsed or an appeal has been heard.

### Review and Approval

Terms of reference must be reviewed annually by the Governing Body at their first meeting of the academic year for ratification.