

HEARINGS COMMITTEE

Terms of Reference

- MEMBERSHIP** At least three named members (can be drawn from a specified pool) (and may include associate members who are not members of staff or pupils [*optional*])
Not to include the headteacher or other member of staff
- QUORUM** Three governors from the specified pool
- MEETINGS** As and when required.

FUNCTIONS

- 1 To consider and make initial decisions about any issue relating to staff grievance, discipline, capability or redundancy in accordance with the school's adopted policies and procedures.
- 2 To receive representations on the possible dismissal of staff and to decide upon an appropriate outcome.
- 3 To consider and decide upon all staff employment issues where there is the possibility of dismissal, including redundancy.

Delegated Powers

To act on behalf of the governing board, having regard to the governors' statutory employment responsibility, the school's adopted personnel policies and procedures and agreed schedule of delegation.

This committee may be designated as the Staff Disciplinary Committee, the Redundancy Committee, or the Grievance Committee, dependent upon the procedure being applied by the Committee.

Date Terms of Reference agreed 18 November 2020

Signed: *A M Moore*

APPEAL COMMITTEE

Terms of Reference

MEMBERSHIP At least three named members (can be drawn from a specified pool) (and may include associate members who are not members of staff or pupils [*optional*]) Not the headteacher or other member of staff or any governor who has served on a panel of the Hearings Committee that has dealt with the issue that is before the Appeal Committee.

QUORUM Three members of the specified pool of governors (no fewer than served on the Hearings Committee).

MEETINGS As required.

FUNCTIONS

- 1 To consider and decide any appeals against a decision of the headteacher, headteacher and governors or the Hearings Committee in accordance with the school's adopted policies and procedures.
- 2 To consider and decide any appeals against an initial decision relating to an employee's pay in accordance with the school's pay policy.

Delegated Powers

To act on behalf of the governing board, having regard to the governors' statutory employment responsibility and the school's adopted personnel and pay policies and procedures.

Date Terms of Reference agreed: 18 November 2020

Signed: *A M Moore*

PUPIL DISCIPLINE COMMITTEE

Terms of Reference

MEMBERSHIP: Membership will comprise three governors, excluding the headteacher. The headteacher would, however, attend the meeting of the committee to present his/her reasons for the exclusion.

QUORUM: The quorum for a meeting shall be three governors.

MEETINGS: The committee shall meet as and when required, but within directed timelines as laid down by legislation.

The committee has the delegated powers to carry out the governing board's duty to review exclusions as required by the Education Act 2011

Functions

- 1 To review the use of exclusion within the school, taking account of the school's discipline and behaviour policies.
- 2 To consider the views of the parents of an excluded pupil.
- 3 To consider one or more fixed period exclusions totalling five school days or less in any one term where the parent wishes to make representations. The committee cannot direct reinstatement of pupils excluded for less than six days.
- 4 To consider one or more fixed period exclusions totalling more than five but not more than fifteen school days in any one term if the parent requests this.
- 5 To consider a permanent exclusion, or one or more fixed period exclusions totalling more than fifteen school days in any one term.
- 6 To consider an exclusion where this would cause a pupil to miss sitting a public examination.

This would require the committee to meet prior to the date of the examination and determine whether or not to reinstate the pupil. Normal time limits would not apply. Exceptionally, the chair of governors could consider this and decide whether to reinstate.
- 7 To notify the LEA and the parent of its decision within one school day of the hearing, giving reasons.
- 8 In the case of a permanent exclusion, to reconsider the decision if so directed by an Independent Review Panel.

The procedures to be applied at a meeting of the Pupil Discipline Committee will be in accordance with those determined in the latest DfES guidance.

Date Terms of Reference agreed: 18 November 2020

Signed: *A M Moore*

COMPLAINTS COMMITTEE

Terms of Reference

- MEMBERSHIP** Three governors. However, an independent panel or members of the panel may be drawn from governors of another school if there are too few impartial governors available or the nature of the complaint requires an independent committee.
- The headteacher, members of staff and the chair of governors are excluded from membership.
- Any governor who has a family, business, neighbourly or friendship connection with the complainant or prior involvement or knowledge of the complaint will be excluded from the committee.
- QUORUM** The quorum for a meeting shall be three governors
- Any governor who has a family, business, neighbourly or friendship connection with the complainant will be excluded from the committee.
- MEETINGS** As and when required.
- FUNCTIONS**
1. To consider any complaint referred to it by the chair of governors in accordance with the school's adopted Complaints Policy. Governors to confirm at this point that the correct procedure/policy has been implemented.
 2. To decide whether a complaint should be upheld and, if so, the action needed to remedy the situation.
 3. To refer any possible disciplinary matters to the headteacher or, where the headteacher is involved, to the chair of governors.
 4. To make recommendations, if appropriate, to the governing board in relation to changes to school policy or procedures.

Date terms of reference agreed: 18 November 2020

Signed: *A M Moore*