



## Terms of Reference - Appeals Committee

### Overall Purpose/Terms of Reference

To hear appeals from members of staff against decisions made by the Pay Committee which relate to them as individuals (such as pay, discipline, grievance and dismissal), as set out in the Governing Board's personnel policies and procedures.

### Membership

The Governing Board will determine the membership of the Appeals Committee as and when it is required to meet. It will select an equal number of members to the committee which made the decision against which the appeal is being made from governors who fulfil the following criteria:

- No employees (including the Head Teacher) of the school should be a member of this committee
- No Governor, including the Chair or Vice Chair, should be a member of this committee when it is considering individual cases if he/she has any personal relationship to the member of staff making the appeal, or if he/she has detailed knowledge of the case.
- This committee may not appoint Associate members

The Head Teacher may be invited to attend the meeting in an advisory capacity or to present their case to the Committee.

### Chair

The Chair of the Committee is elected by the Committee when it convenes. The term of office of this chair will be for the duration that the case in question is under review.

### Clerk

The Governing Board delegates the responsibility of appointing a Clerk to the Appeals Committee.

Meetings may be clerked by any person appointed by the Committee so long as that person is seen to be impartial to the case under review by all parties (i.e. the school and the employee making the appeal). All employees including the Head Teacher are prevented by legislation from holding this appointment.

The Clerk should not be a member of the Appeals Committee unless the nominated Clerk is unable to attend.

### Agenda and Minutes

The details of documentation required when this committee meets, and the timescales in which these documents must be provided vary depending on the reason for the appeal and according to the relevant policy.



## Quorum

In order for business to proceed, the committee must be at least equal in size to the committee which made the decision against which the appeal is being made. In the event of a tied vote, the Chair has a deciding second vote.

## Meetings

The Appeals Committee will meet only as necessary.

The Chair of the Appeals Committee will provide a summary report (excluding all confidential detail) to the Chair of the Governing Board for inclusion on the agenda of the next full Governing Board meeting.

## Review

The terms of reference will be reviewed annually by the Governing Board at its first meeting in the Autumn Term that takes place before any sub-committees meet.

They will also be reviewed by the Appeals Committee after it has met to ensure that they are appropriate to the procedure that has just been completed.

Recommendations for amendments to the terms of reference will be made by the Chair of that committee to the Full Governing Board in the summary report that they provide to the Chair of the Governing Board for consideration at the next full Governing Board meeting.

The Governing Board can extend the powers of the Appeals Committee at any time; however, the Governing Board can also withdraw its delegated powers at any time.

Signed:.....Chair of Governors

.....Headteacher

Reviewed: September 2019

Next Review Date: September 2020