

Whitnash Primary School

Terms of Reference – Hearing and Appeals Committee

Membership:

The committee will consist of 6 governors working in two groups of three. The first group will comprise the Hearing panel and the second the Appeals panel. The Hearing panel will be chaired by a governor identified by the Chair of Governors. The Chair of Governors will determine the membership of the groups determined by availability or involvement with any of the issues being considered.

Quorum: 3 governors are required at each panel

Purpose:

To receive representations on Complaints, Dismissals, Grievances including in relation to pay and disciplinary matters and to decide on appropriate outcome.

Delegated Powers:

To act on behalf of the Governing Body having regard to the governors' statutory responsibilities including the employment responsibility and the school's personnel policy and practices.

Reporting Procedures:

To report the decision to the next full governing body meeting after either the period for the appeal has passed or an appeal has been heard. The outcome will be minuted in the confidential section of the minutes.

Range of Responsibilities:

- All complaints following the use of the Complaints Procedure
- Staff Grievances including pay and employment issues where the possibility of dismissal needs to be formally considered
- Disciplinary matters

Policies to be kept under review and updated as necessary

- Complaints policy
- Grievance policy
- Disciplinary procedure