



APPEALS COMMITTEE

TERMS OF REFERENCE 2022-23

COMMITTEE MEETINGS

The membership of this committee will be set up as and when necessary taking into account the make up of the Governing Body. The Clerk to the Governors will appoint the members of the committee with the Chair (or, in the absence of the Chair, the Vice Chair of Governors) to ensure that no governor who has had any involvement with the issue to be discussed is on the committee.

COMMITTEE STRUCTURE

The Appeals Committee shall number a maximum of five and the quorum for meetings shall be three. No governor who was involved in the original hearing shall sit on an appeal. The first meeting of the Appeals Committee shall appoint a Chair.

MEETINGS

Meetings will be as and when required and convened by the Clerk to Governors, or the Chair of Governors, giving seven days notice. The seven days notice could be waived if all parties to the meeting agree.

FUNCTIONS AND POWERS

1. To hear appeals relating to staff disciplinary cases and to take appropriate action.
2. To hear appeals relating to staff grievances and to take appropriate action.
3. To hear appeals relating to staff capability cases and to take appropriate action.
4. To hear appeals relating to parental complaints and to take appropriate action.
5. To hear appeals relating to pupil exclusions and to take appropriate action.
6. To hear all other appeals that directly relate to the global performance of the school.

All actions and decisions of the committee will be reported to the full Governing Body at its next meeting.

Reviewed: November 2022
Ratified: 30th November 2022
Review: Annually in autumn term