



## Committee Terms of Reference

### Ad Hoc Committees

The Governing Body has the authority to set up any ad hoc committees and working parties as appropriate (such as committees that need to be convened as part of a staffing reduction process) however, those committees will usually fall within this list of ad hoc committees. The Chair of an ad hoc committee may be determined by the full Governing Body or delegated to the committee to elect.

### **Disciplinary Committee: Staff**

**Membership:** Not fewer than three members of the Governing Body

(NB. The number appointed to this Committee directly affects the number required for an Appeal Committee)

**Disqualification:** The Headteacher.

**Terms of reference:**

- To make any determination to dismiss any member of staff on disciplinary or capability grounds;
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action;
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*apart from those disciplinary matters delegated to the headteacher*).

### **Disciplinary Committee: Students**

**Membership:** Not fewer than three members of the Governing Body

(NB. The number appointed to this Committee directly affects the number required for an Appeal Committee)

**Disqualification:** The Headteacher, any Governors with prior knowledge of the student (except in the case of a final warning or Intervention Committee, whose members may sit on both the final warning hearing and then a permanent exclusion panel for the same student).

**Terms of reference:**

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*);
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*);



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A C H I E V E M E N T F O R A L L

- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*);
- To conduct 'final warning' or intervention hearings with students in danger of permanent exclusions.

## Hearings Committee

**Membership:** Not fewer than three Governors decided by whichever body sets up the Hearings Committee (the relevant Committee or full Governing Body).

**Disqualification:** to be agreed by the setting-up body (eg it would not be appropriate for a Staff Governor to hear a staff-related matter).

### Terms of reference:

- To consider individual cases that are not covered by the other ad hoc committees;
- To make any determination on matters delegated to the committee by the full Governing Body or one of the standing committees;
- To make any determination as to whether a case needs to be referred to another committee.

*This Committee does not have powers to discipline staff or students, but it may rule on matters of disagreement, grievance or dispute that are not covered by one of the other standing or ad hoc committees.*

## Appeals Committee

**Membership:** The same number as the original Committee for which the appeal is lodged.

**Disqualification:** The Headteacher, any Governor who sat on the original Committee.

### Terms of reference:

- To consider any appeal against a decision to dismiss a member of staff made by the Disciplinary Committee
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy