



# ASHGATE CROFT SCHOOL DISCIPLINARY /APPEAL (STAFF) COMMITTEE TERMS OF REFERENCE

*In line with LA Guidelines – Please refer to your Personnel Handbook*

## **Composition**

The composition of the committee when hearing appeals should comprise of:

- i) No less than 3 members of the Governing Board who are not disqualified by being members of staff or by having an interest requiring them to withdraw
- ii) The headteacher who may attend to give advice but may not vote

## **Quorum**

The quorum for a meeting of the committee shall not be less than three members of the Governing Board.

## **Terms of Reference**

1. To hear any appeal in respect of a decision taken by the staff disciplinary committee.
2. To consider and to make any initial decisions about matters relating to the dismissal of staff or staff grievances, in accordance with LA procedures.

## **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Board cannot delegate any functions relating to: the constitution of the Governing Board (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

## **Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

**Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Board meeting through the Clerk to the Governing Board.

**Convening Meetings**

A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meetings.