

BORDON JUNIOR SCHOOL

Terms of Reference for the Appeals Committee

Membership: Any 3 named members of the GB (excluding the Head teacher or a member of the Staff Dismissal Committee who heard the matter at first instance) but no fewer than the members of the Staff Dismissal Committee.

Quorum: 3

Meetings: As required, when an employee registers an appeal against a decision of the Staff Dismissal Committee (or a decision of the Head teacher).

Chair: Governing body appointment (excluding Head teacher, school pupil, member / staff employed to work at the school)

Function:

- To hear representations concerning an employee's appeal against the decision of the Staff Dismissal Committee (or a decision of the Head teacher) and to determine an appropriate outcome within their delegated powers.
- To hear representations concerning an employee's appeal against the decision of the Staff Dismissal Committee (or a decision of the Head teacher) and to determine whether or not to uphold that appeal (as per Schedule 16/17 of the School Standards and Framework Act 1998). In cases concerning potential gross misconduct, whether the committee determines that the employee should continue to work at the school, the committee may impose a lesser sanction provided that this is permissible within the terms of the contract.
- To report the decisions to the next full meeting of the governing body following the committee decision. The report will normally be restricted to the outcome of proceedings and is excluded from the usual rules concerning publication of governing body proceedings as it refers to a named member of staff.

Adviser

The Head teacher or his/her representative(s) has a right to attend in an advisory capacity, meetings of the Staff Dismissal Committee.

Clerk / Minutes

The full governing body shall appoint a clerk to the Staff Dismissal Committee to take minutes of the proceedings. The clerk to the committee shall keep minutes of the proceedings of that committee.

Once the minutes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way.

These minutes are excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff. However, once all processes concerning the individual case have been concluded, these minutes may be accessed by other members of the governing body.

Once the minutes have been signed, a copy of these should be provided to Education Personnel Services.

These terms of reference are to be reviewed annually in the summer term by the FGB..