**COMMITTEE FRAMEWORK DOCUMENT**

**HIGH ERCALL PRIMARY SCHOOL**

**APPEALS COMMITTEE**

1. **Terms of Reference**

The committee's responsibilities in relation to *(subject\*)* are set out in schedule 6.

2. **Membership**

The membership of the committee will be:

*Ex officio - Chair*

*2 Governors*

When the committee deals with its responsibilities the membership of the committee may be extended to include the headteacher as an additional ex officio member.

3. **Appointment**

Except for any ex officio members, members will be appointed annually at the autumnterm meeting of the governing body.

Should a vacancy arise, a successor will be appointed by the governing body at its next meeting and members so appointed will serve until the next annual review.

Unless the governing body has decided otherwise, the committee will elect its own chair (and vice-chair if appropriate) annually.

The governing body will appoint the clerk to the committee who cannot be the headteacher.

4. **Reserves**

The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership.

5. **Quorum**

The quorum for any meeting of the committee shall be *three.*

6. **Meetings**

The committee will meet as and when necessary to fulfil its responsibilities.

Meetings of the committee will be convened by the clerk to the committee and seven days notice will be given with an explanation of the purpose of the meeting. The chair of the committee may agree shorter notice as necessary on occasions.

7. **Proceedings**

The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.

Minutes shall be kept of each meeting which shall be presented to the next meeting of the committee for approval and signature by the chair of the committee. These minutes shall be kept in the committee's minute book. A copy of the minutes will be submitted to the next meeting of the governing body.

8. **Review**

The Core committee will meet annually to review its: establishment, constitution, membership and terms of reference. It will report its recommendations to the autumntermmeeting of the governing body to assist the governing body in carrying out its statutorily required annual review of committees.

**SCHEDULE 6**

**TERMS OF REFERENCE - APPEALS (INCLUDING STAFF DISMISSAL APPEALS)**

1. To hear staff dismissal appeals as required by the School Staffing (England) Regulations 2009
2. To hear any appeal arising from the decision of any committee, or, individual governor, or, the headteacher, which is not the responsibility of any other committee to hear.
3. Under the disciplinary procedure for headteachers, to consider appeals against any disciplinary or dismissal action taken against the headteacher.

Footnote:

* It is advised that the committee membership is kept to three governors.
* The law requires that the membership of any appeal body shall number no less than the initial body whose decision is the subject of appeal
* Governors hearing appeals should not have taken any part in the original decision which is the subject of appeal.
* It is recommended that the chair of the governing body should also chair the appeals committee.
* It is recommended that staff governors are not appointed to this committee.
* Members of the ‘first committee’ cannot be members of the appeals committee.
* It is recommended, in the Committee Document, that rather than naming reserves the provision should be included to call upon any governor who is not otherwise ineligible.