



## Terms of Reference – Staff Discipline/Dismissal Appeal Committee

### **AIMS**

The committee has particular aims and objectives in respect Staffing/HR.

### **FUNCTION**

- Within 15 school days of receipt of a written appeal, consider that appeal against a staff discipline or dismissal decision made in accordance with the school's policy, which must be based on one or more of the following grounds:
  - the decision: the evidence did not support the conclusion of the chairperson; and / or
  - the penalty: this was too severe given the circumstances of the case; and / or
  - new evidence: evidence has come to light since the disciplinary hearing and was not reasonably available at the time of that hearing; and / or
  - it is considered that the Disciplinary Procedure was not followed correctly.
- Consider all the evidence, including any new evidence presented
- Determine whether the grounds for the previous disciplinary sanction are valid
- Determine whether the sanction remains the same or should be increased, reduced or removed
- Inform the headteacher and staff member of the decision on the day if possible, and confirm in writing within 5 school days

### **MEMBERSHIP**

The membership shall be reviewed at the start of each academic year.

The committee must comprise at least three named governors with voting rights

Membership must not include governors who were involved in the original decision which is subject of the appeal, or in the case

A clerk is nominated to the committee.

A chair is elected by the committee.



# Queensgate Foundation Primary School



## MEETINGS

Quorum shall be 3. Voting shall be by majority decision of the voting members.

## MINUTES

Meeting dates and agendas shall be notified to governors in advance, prior to committee meetings. Minutes shall be taken at each meeting and circulated to all members of the governing body.

Signed:.....Co-Chair of Governors

.....Headteacher

Reviewed: September 2021

Next Review Date: September 2022