

RUSSELL STREET SCHOOL 2019-2020

HEARINGS COMMITTEE

MEMBERSHIP Three eligible governors (can be drawn from a specified pool).
Not to include the headteacher or other member of staff.

QUORUM Three members of the specified pool of *governors*

MEETINGS As and when required.

FUNCTIONS

- 1 To consider and make initial decisions about any issue relating to staff grievance, discipline, capability or redundancy in accordance with the school's adopted policies and procedures.
- 2 To receive representations on the possible dismissal of staff and to decide upon an appropriate outcome.
- 3 To consider and decide upon all staff employment issues where there is the possibility of dismissal, including redundancy.

Delegated Powers

To act on behalf of the governing body, having regard to the governing body's statutory employment responsibility, the school's adopted personnel policies and procedures and agreed schedule of delegation.

This committee may be designated as the Staff Disciplinary Committee, the Redundancy Committee, or the Grievance Committee, dependent upon the procedure being followed by the Committee.

Date Terms of Reference agreed: 24 October 2019

Signed:

RUSSELL STREET SCHOOL APPEAL COMMITTEE

MEMBERSHIP Three eligible governors (can be drawn from a specified pool). Not the headteacher or other member of staff or any governor who has served on a panel or the Hearings Committee that has dealt with the issue that is before the Appeal Committee.

QUORUM Three members of the specified pool of governors (no fewer than served on the Hearings Committee)

MEETINGS As required.

FUNCTIONS

- 1 To consider and decide any appeals against a decision of the headteacher, headteacher and governor(s) or the Hearings Committee in accordance with the school's adopted policies and procedures.
- 2 To consider and decide any appeals against an initial decision relating to an employee's pay in accordance with the school's pay policy.
- 3 To consider and decide any appeals against any entry on an employee's performance management planning and review statements

Delegated Powers

To act on behalf of the governing body, having regard to the governors' statutory employment responsibility and the school's adopted personnel and pay policies and procedures.

Date Terms of Reference agreed: 24 October 2019

Signed:

RUSSELL STREET SCHOOL

PUPIL DISCIPLINE COMMITTEE

- MEMBERSHIP:** Membership will comprise three governors excluding the Headteacher. The headteacher would attend the meeting of the committee to present his/her reasons for the exclusion.
- QUORUM:** The quorum for a meeting shall be three governors.
- MEETINGS:** The Committee shall meet as and when required, but within directed timelines as laid down by legislation.

The committee has the delegated powers to carry out the governing body's duty to review exclusions as required by the Education Act 2011

FUNCTIONS

- 1 To review the use of exclusion within the school, taking account of the school's discipline and behaviour policies.
- 2 To consider the views of the parents of an excluded pupil.
- 3 To consider one or more fixed period exclusions totalling five school days or less in any one term where the parent wishes to make representations. The committee cannot direct reinstatement of pupils excluded for less than six days.
- 4 To consider one or more fixed period exclusions totalling more than five but not more than fifteen school days in any one term if the parent requests this.
- 5 To consider a permanent exclusion, or one or more fixed period exclusions totalling more than fifteen school days in any one term.
- 6 To consider an exclusion where this would cause a pupil to miss sitting a public examination.

This would require the committee to meet prior to the date of the examination and determine whether or not to reinstate the pupil. Normal time limits would not apply. Exceptionally, the chair of governors could consider this and decide whether to reinstate.
- 7 To notify the LA and the parent of its decision within one school day of the meeting, giving reasons.
- 8 In the case of a permanent exclusion, to reconsider the decision if so directed by an Independent Review Panel.

The procedures to be applied at a meeting of the Pupil Discipline Committee will be in accordance with the latest DfE guidance.

Date Terms of Reference agreed: 24 October 2019

Signed:

RUSSELL STREET SCHOOL COMPLAINTS COMMITTEE

MEMBERSHIP Three governors, at least one of whom should be a parent of a pupil at the school.

The headteacher, member of staff and the chair of governors are excluded from membership.

Any governor who has a family, business, neighbourly or friendship connection with the complainant will be excluded from the committee.

QUORUM Three members of the governing body.

MEETINGS As and when required.

FUNCTIONS

1. To consider any complaint referred to it by the chair of governors in accordance with the school's adopted Complaints Policy. Governors to confirm at this point that the correct procedure/policy has been implemented.
2. To decide whether a complaint should be upheld and, if so, what action needs to be taken to remedy the situation.
3. To refer any possible disciplinary matters to the headteacher or, where the headteacher is involved, to the chair of governors.
4. To make recommendations, if appropriate, to the governing body in relation to changes to school policy or procedures.

Date terms of reference agreed: 24 October 2019

Signed:

PAY COMMITTEE

MEMBERSHIP	Three eligible governors. Not to include the headteacher or other members of staff. The headteacher may be present in an advisory capacity.
QUORUM	A minimum of three governors.
MEETINGS	As and when required.

FUNCTIONS

- 1 To achieve the aims of the whole school pay policy and to ensure that the performance appraisal policy has been implemented in a fair and equal manner.
- 2 To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.
- 3 To observe all statutory and contractual obligations.
- 4 Report the *fact* of these decisions and actions to the next meeting of the full governing board.
- 5 To recommend to the governing board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion.
- 6 To keep abreast of relevant developments and to advise the governing board when the school's pay policy needs to be revised.
- 7 To work with the headteacher in ensuring that the governing board complies with the Education (School Teachers' Appraisal) (England) Regulations 2012.

Minutes of the Pay Committee are confidential and not for general circulation.

Date Terms of Reference agreed: 24 October 2019

Signed