**Rainow Primary School**

***Caring, Learning, Achieving.***

**TERMS OF REFERENCE FOR**

**THE STAFF APPEALS COMMITTEE**

**Purpose and Objective of Committee:**

* To hear appeals against decisions of the Staff Grievance Committee about staff grievances, in accordance with agreed procedures.
* To hear appeals against decisions by the Headteacher in relation to personal procedures e.g. staff disciplinary, grievance, capability, amongst others.
* To make any determination or decision under the governing board’s Complaints Procedure.
* To hear appeals against decisions of the Pay Committee about pay decisions in accordance with agreed procedures.

**Membership:**

At least three eligible governors, (other than the Headteacher and staff governor/s), in accordance with the legislative / statutory requirements. (Must be at least equal in number and different to the governors at the initial stage).

Any governor with prior knowledge of the incident should not serve at the hearing and is thereby disqualified from membership.

The Chair of Governors may approach the LA for assistance in forming a committee of independent panel members.

**Quorum:**

Three governors, not including the Headteacher or anyone paid to work at the school.

**Meetings:**

Ad hoc.

**Chair:**

Non-employee to be elected by the committee.

**Review of Terms of Reference:**

Annually; (usually in the autumn term of each academic year unless subject to new legislation/policy).