**Rainow Primary School**

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

**TERMS OF REFERENCE FOR**

**THE STAFF GRIEVANCE COMMITTEE**

**Purpose and Objective of Committee:**

To consider and determine matters relating to the following issues, in accordance with the agreed policies and procedures as agreed and approved by the governing board:

* Make any determination to dismiss any member of staff (unless delegated to the Headteacher).
* Make any decisions under the governing board’s personnel procedures e.g. disciplinary, grievance, capability, amongst others.
* Make any decisions relating to any member of staff other than the Headteacher, under the governing board’s personnel procedures (unless delegated to the Headteacher).

**Membership:**

At least three eligible governors, (other than the Headteacher and staff governor/s), in accordance with the legislative / statutory requirements.

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).

Approved by Full Governing Board on:……………….…

Next Review Date:…………………………………………