

Ingleton Primary School Committee Terms of Reference 2018-19

Pupil Discipline Committee

Membership: It is recommended that membership should be any three members of the Governing Body excluding staff Governors

Notes:

1. The Headteacher shall not be a member of the committee.
2. It is recommended that Associate Members should not be appointed to this committee.

Quorum: Three governors

Terms of Reference: (a) For any exclusion, either fixed term of more than five days or ten lunchtimes in any one term or permanent or where exclusion would result in the loss of an opportunity to take any public examination:

1. To consider the actions of the Headteacher in excluding the pupil;
2. To consider representations made by parents and by the LA;
3. To determine whether the pupil should be re-instated immediately, re-instated by a particular date or not re-instated.

(b) In the case of a fixed-period exclusion which would result in the pupil being excluded from the school for a total of 5 days or less in any one term to consider representations made by parent(s).

School Complaints Panel

(Note: The establishment of a Complaints Policy for the school is a **statutory requirement**. A copy of the full model Complaints Policy is available on the Red Bag or CYPS.info under Governance).

Membership: 3 Governors as available excluding staff governors, the Head teacher, and the Chair of Governors.

Quorum: Three Governors

Meetings: As and when necessary

Terms of reference:

1. To determine an appeal of any formal complaint made pursuant to the school's formal complaints procedure;
2. To consider and review the schools' formal complaints procedure and make recommendations to the Personnel Committee.

Staff Discipline Committee

Membership: Any three governors (or more) as available, excluding the Head Teacher, staff Governors and the Chair of Governors

Notes:

1. It is recommended that Associate Members should not be appointed to this Committee.

2. The Headteacher and the Corporate Director – Children and Young People’s Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice.

Quorum: Three governors

Terms of Reference:

1. To consider matters relating to staff discipline;
2. To determine whether an employee should cease to work at the school;
3. Should the need arise, and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body and to establish criteria for selection;
4. To apply the agreed criteria in the selection of staff for redundancy or other terminations.

Staff Discipline Appeals Committee

Membership: The same number (but not the same governors) as the Staff Discipline Committee making the initial decision again excluding the Head teacher, staff Governors and the Chair of Governors

Notes:

1. It is recommended that Associate Members should not be appointed to this Committee.
2. The Headteacher and the Corporate Director, Children and Young People’s Service (or a representative) (in the case of dismissals) has a right to attend the meeting and offer advice.

Quorum: Three governors

Terms of Reference:

1. To hear appeals against initial decisions of the Staff Discipline Committee or the Headteacher about matters relating to the discipline of staff, dismissal of staff, other terminations or staff redundancy in accordance with the adopted policies;
2. To uphold or dismiss an appeal.