

Membership

- Membership is any three eligible governors from the whole governing body, as defined in 'eligibility' below.

Quorum

- The quorum shall be three governors.

Meetings

- The committee shall meet as required.

Terms of Reference

- To consider and make decisions about matters referred to the committee relating to pupil admissions, parental complaints, pupil exclusions, staff dismissal appeals, staff pay appeals and staff grievances. It will also consider any other matters referred to it which it can legitimately address.

Eligibility

To serve on the committee, governors must be 'eligible'. Governors are eligible if they meet the following criteria.

- They have no detailed knowledge of the issue that is giving rise to the need to meet.
- They have no connection with the appellant that could affect their objectivity.
- They have not been involved with an earlier stage in the proceedings that led to the meeting.
- They may not be a member of staff if the appraisal, competence or pay of any other member of staff is being discussed.
- They may not be the Headteacher if dealing with a staff dismissal appeal, staff pay appeal, staff grievance, pupil exclusion, or complaint against the Headteacher.

The Headteacher must be present when dealing with matters relating to admissions.

Minutes and Proceedings

- The minutes and proceedings of any meeting of the committee will be treated as confidential to the committee members alone.