

HOLLAND PARK SCHOOL

GOVERNING BOARD

SUB-COMMITTEES AND PANELS

TERMS OF REFERENCE

2020-2021

GOVERNORS' TERMS OF REFERENCE | PERFORMANCE APPEALS COMMITTEE

Membership:

The Committee will consist of three governors.

Quorum:

Two members.

Terms of Reference

1. To hear any appeals by any member of staff remunerated above £100K pa in relation to decisions taken about their pay progression by the governors' remuneration committee.
2. To make a decision to uphold, or not uphold, the decision made by the governors' remuneration committee.
3. In carrying out the above to have due regard for the procedure outlined in the pay policy and any wider context.
4. To report to the Governing Body at the next meeting.

GOVERNORS' TERMS OF REFERENCE | STAFF DISCIPLINE PANEL

1. Membership:

The Committee will consist of three governors. The Committee will be advised by a relevant member(s) of the Leadership Team and the Director of Human Resources.

2. Meetings:

As and when required.

3. Quorum:

Two members.

4. Terms of Reference:

- 4.1 To meet and hear matters which require formal disciplinary action in accordance with the school's policy.
- 4.2 To make relevant decisions and report them, as necessary, to the Governing Body.

1. Membership:

The Committee will consist of three governors. The Committee may be advised by a relevant member(s) of the Leadership Team and the Director of Human Resources.

2. Meetings:

As and when required to hear appeals against decisions made by the Academy Head.

3. Quorum:

Two members. These may not be governors who have played a part in the issue against which staff are appealing.

4. Terms of Reference:

To meet and hear any appeal in line with the school's policy.

GOVERNORS' TERMS OF REFERENCE | STUDENT DISCIPLINE PANEL

1. Membership:

The Committee will consist of three governors. The Committee may be advised by the Academy Head and/or a relevant Deputy Head.

2. Meetings:

As and when required.

3. Quorum:

Two members.

4. Terms of Reference:

- 4.1 To meet and hear matters which require formal disciplinary action in accordance with the statutory requirements on exclusion from school.
- 4.2 To hear and review fixed term exclusions if more than 15 days in a term or, if requested, excluded for more than 5 but less than 15 school days in the term in line with legislation.
- 4.3 To make relevant decisions and report them, as necessary, to the Governing Body.
- 4.4 To attend independent appeal panels if/when required.

1. Membership:

The Committee will consist of three governors. The Committee may be advised by the Academy Head and/or a relevant Deputy Head. A governor from the Student Discipline Panel may be invited to attend.

2. Meetings:

As and when required.

3. Quorum:

Two members.

4. Terms of Reference:

- 4.1 To meet and hear any appeal as directed by the outcome from an Independent Appeal Panel.

GOVERNORS' TERMS OF REFERENCE
COMPLAINTS OR (STAFF) GRIEVANCE

1. Membership:

The Committee will consist of three governors, for external complaints one member is required to be independent to the school.

The Committee may be advised by the Academy Head and/or a relevant Deputy Head.

2. Meetings:

As and when required.

3. Quorum:

Two members.

4. Terms of Reference:

- 4.1 To meet and hear any issue (or subsequent appeal) in line with the relevant policy and procedures contained within.