

## **Complaints and Disciplinary Committee**

### **Terms of Reference**

#### **1. AUTHORITY AND SCOPE**

The Complaints and Disciplinary Committee has delegated authority from the Governing Body to act for the school in accordance with regulations.

#### **2. DUTIES**

- To carry out the Governing Body's responsibilities for reviewing pupil exclusions – in accordance with the law and the DfE guidance document "Exclusion from maintained schools, Academies and pupil referral units in England" 2017.
- To make any determination to dismiss any member of staff (unless delegated to the headteacher).
- To make any decisions under the Governing Body's / Borough Council's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action
- To make any decisions under the Governing Body's / Borough Council's personnel procedures e.g. disciplinary, grievance, capability, relating to any member of staff other than the Headteacher, (unless delegated to the Headteacher)
- To make any determination or decision under the Governing Body's Complaints Policy. Specifically to act as a complaints panel.

#### **3. MEMBERSHIP**

Not less than 2 members of the Governing Body and a suitably qualified external school Governor if a third Governor from Kennel Lane cannot be found.

Quorum: A minimum of three Governors.

#### **4. DISQUALIFICATION**

The Headteacher and Staff Governors. Governors previously associated with the case under discussion.

#### **5. MEETINGS**

The Committee shall convene as and when required.

## **6. COMMITTEE REPORTING**

Minutes of meetings are a vital record of matters discussed and decisions taken. They provide evidence that key issues have been considered and dealt with properly, including action agreed and follow up arrangements. Thus it is essential that minutes are accurate, prepared promptly and orientated towards action and accountability. The Chair is appointed by the committee when it meets for the first time. The Clerk is appointed by the committee when it meets for the first time, to take and prepare the minutes. Minutes are to be agreed by the Committee within one week. Signed paper copies are kept in a secure area by Headteacher.

## **7. REVIEW**

The Terms of Reference are revised annually and agreed by the Governing Body.

Agreed by the Full Governing Body:

16th September 2020