**BEAM COUNTY PRIMARY SCHOOL**

**Appeals Committee Terms of Reference**

**Purpose**

To consider any appeals relating to:

Any decision made by the Headteacher, member of the Senior Leadership Team, or other member of staff acting in a leadership capacity (not including admissions appeals)

Decisions made at a first hearing for any staff discipline or dismissal matter

**Membership**

The Appeals Committee shall consist of at least three eligible governors/trustees who have no prior involvement or knowledge of any previous stage in the process or matter to be discussed. Every governor/trustee other than the Headteacher and staff governor(s)/trustee(s) is eligible for membership. Associate Members are eligible for membership of this committee.

Anyone with prior involvement in the matter may not be involved in making decisions at any appeal hearing.

The Appeals Committee may have an advisor at all meetings. The advisor is not eligible to vote.

If insufficient Governors are available Governors from another school can be co-opted

**Quorum**

Three

**Meetings**

The Appeals Committee shall meet on an ‘as required’ basis.

**Chair**

The Appeals Committee shall agree a chair for each meeting.

**Clerking**

The clerk to the Appeals Committee must be a person who is not a governor of the school(s), Headteacher or member of staff.

**Decisions**

Any decisions shall be made by a simple majority.

The Appeal Committee’s decision will be final, notwithstanding the employee’s right in law.

**Procedure**

The Appeal hearing shall be held in accordance with the relevant policies, procedures, guidance and legislation.