

HAZELMERE JUNIOR SCHOOL
APPEALS COMMITTEE
TERMS OF REFERENCE 2018-2019

Purpose

To consider any appeals against decisions made at a first hearing.

Membership

The Appeals Committee shall consist of at least three eligible governors. Every governor (other than the Headteacher and staff governors) is eligible for membership. Associate Members are eligible for membership of this committee (maintained schools only).

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

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

(If two or more neighbouring schools wish to create a joint "Appeals Committee", to deal with matters relating to staff appointed to work across their schools or to provide impartiality in dealing with other cases, they may do so under the [School Governance \(Collaboration\)\(England\) Regulations 2003](#) as amended. Such a joint committee does not exist in its own right, but acts under delegated powers from the collaborating Governing Bodies (maintained schools)).

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, an Associate Member or the Headteacher. This committee will be clerked by the school's Clerk to Governors.

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 policy.