



OUR COMMITTEE STRUCTURE

<p>The following committees meet regularly, to monitor the work of the school in specific areas and to review policy:</p>	<p>The following committees meet as required, to deal with cases relating to individuals:</p>
<p>Standards and Learning Committee, covering:</p> <ul style="list-style-type: none"> ➤ evaluating the impact of the school on the attainment and progress of pupils, including by groups of pupils; ➤ school achievement and assessment; setting of attainment targets and monitoring pupil progress towards these targets. ➤ ensuring the learning environment is resourced to the highest of standards – staff, learning resources and materials, facilities, décor. ➤ setting high standards of pupil achievement and attainment by monitoring target setting, pupil progress and analysing data. ➤ evaluating the impact of specific funding e.g. Pupil Premium ➤ ensuring there is a broad and balanced curriculum which is accessible to all pupils ➤ monitoring the implementation of curriculum, pupil welfare, behaviour and discipline policies ➤ monitoring the implementation and impact of the School Development Plan <p>Staff and Finance Committee, covering:</p> <ul style="list-style-type: none"> ➤ finance issues (including approval of the budget, SVFS); ➤ HR, performance management. <p>Pay and Performance Committee</p> <ul style="list-style-type: none"> ➤ Performance Management Policy. <p>Premises Committee, covering:</p> <ul style="list-style-type: none"> ➤ premises issues (including health and safety). 	<p>Admissions Committee</p> <p>Pupil Discipline Committee</p> <p>Complaints Committee</p> <p>Significant Change Committee</p> <p>Change Appeals Committee</p>

STANDARDS AND LEARNING COMMITTEE

Membership	This Committee consists of 6 members of the governing body with voting rights.
Chair	The committee is responsible for electing its own Chair
Quorum	The quorum for a meeting of the committee shall not be less than 3 of the members with voting rights
Clerk	The School Business Manager acts as Clerk to the committee
Overall Purpose	<ul style="list-style-type: none"> • To ensure the learning environment is resourced to the highest of standards – staff, learning resources and materials, facilities, decor • To set high standards of pupil achievement and attainment by monitoring target setting, pupil progress and analysing data. • To evaluate the impact of specific funding e.g. Pupil Premium • To ensure there is a broad and balanced curriculum which is accessible to all pupils • To monitor the implementation of curriculum, pupil welfare, behaviour and discipline policies • To monitor the implementation and impact of the School Development Plan • To report back to each termly full governing body meeting <p>In carrying out all its responsibilities the committee must act in partnership with the Headteacher, in accordance with statutory requirements, in accordance with any general principles set by the full governing body, in consultation with (as appropriate) staff, parents, pupils, LA, the Diocese and relevant organisations/agencies</p>
Terms of Reference	A. CURRICULUM RESPONSIBILITIES
	Governing Body's statutory responsibilities for the overall curriculum
	<ol style="list-style-type: none"> 1. To draft the school curriculum policies and to present to the full governing body for consideration and approval. 2. To monitor the implementation of the school curriculum policy and report the outcomes of this process to the full governing body 3. To review this document annually and to present any draft amendments to the full governing body for consideration and approval
	Governing Body's policy on sex education
	<ol style="list-style-type: none"> 4. To draft the governing body's policy on sex education and present to the full governing body for consideration and approval 5. To review the governing body's policy, its implementation and its impact on a regular basis
	Governing Body's policy on the identification, assessment and provision for pupils with special educational needs
	<ol style="list-style-type: none"> 6. To draft the governing body's policy on special educational needs and to present this policy to the full governing body for consideration and approval 7. To review the governing body's policy, its implementation and its impact on a regular basis
	School policies for individual subjects
	<ol style="list-style-type: none"> 8. To monitor the drafting, implementation and evaluation of individual subject policies
	B. BEHAVIOUR AND WELFARE RESPONSIBILITIES
	Statement of general principles to which the Headteacher must have regard when determining measures to promote good behaviour and discipline
	<ol style="list-style-type: none"> 9. To draft a statement after consulting with the Headteacher and parents

	<p>10. To present such a draft statement to the full governing body for consideration and approval</p> <p>11. To review the statement agreed by the full governing body once every two years and at such times as appropriate</p>
	Monitoring of behaviour and discipline
	<p>12. To monitor the effectiveness of the school's behaviour policy and procedures and report its conclusions to the full governing body on at least an annual basis. The monitoring should consider regular consideration of a report from the Headteacher on behaviour at the school, including</p> <ul style="list-style-type: none"> • Patterns of attendance/unauthorised absence • Patterns in the use of exclusion • Progress in relation to any performance indicators/targets set by the behaviour policy (including indicators of positive behaviour)
	Child Protection
	<p>13. To ensure that the school:</p> <ul style="list-style-type: none"> • Designates a member of staff to be responsible for co-ordinating child protection within the school and for liaising with other agencies and to receive appropriate training • Drafts a policy on child protection in accordance with statutory requirements, DfE and LA advice and the requirements of the procedures of the Local Safeguarding Board • Communicates the policy to staff and parents • Monitors and evaluates the policy regularly
	C. CONTRIBUTION TO SELF EVALUATION AND SCHOOL IMPROVEMENT
	<p>14. To review on an annual basis, in partnership with the Headteacher, the effectiveness of the school's policies in relation to personal development and well-being, achievement and standards and quality of provision</p> <p>15. To report the results of this review to the full governing body, including any recommendations for policy changes and priorities for the next School Development Plan (SDP)</p> <p>16. To consider school performance data and agree school targets for pupil attainment</p>
	D. COMMUNITY RESPONSIBILITIES
	<p>17. To be responsible for addressing issues of community relationships and of promoting the school</p> <p>18. To actively seek the views of learners, parent/carers, stakeholders and partners in order to inform the Headteacher and governing body in their decision making about the way the school is conducted</p> <p>19. To have oversight of the development of and to monitor extended school provision and to report to the governing body with recommendations</p> <p>20. To be responsible for primary/secondary liaison, further education and education/industry links (as appropriate)</p>

STAFF AND FINANCE COMMITTEE

Membership:	<p>This committee consists of 6 members of the governing body with voting rights.</p> <p>The committee may allow additional non-voting members to attend meetings. Where particular items of business are to be considered, it could be deemed beneficial to draw on the expertise of individuals other than those on the committee (e.g. SBM, Deputy Headteacher).</p>
Chair:	The committee is responsible for electing its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	<p>The committee must nominate a Clerk to the committee.</p> <p>Meetings may be clerked by any person on the committee except for the Headteacher.</p>
Overall Purpose of the Committee:	<p>The overall purpose of the committee is to:</p> <ul style="list-style-type: none"> • oversee all aspects of human resource management within the school and to provide support and challenge to the Headteacher in the exercise of delegated functions in this area; • monitor the school's policies relating to resources issues; • report to the full governing body on the effectiveness of these policies and to recommend changes as appropriate. <p>In carrying out all its responsibilities the committee must act:</p> <ul style="list-style-type: none"> • in partnership with the Headteacher; • in accordance with statutory requirements; • in accordance with any general principles set by the full governing body; • after consulting (as appropriate) staff, parents, pupils, the LA, the Diocese and relevant organisation/agencies.
Terms of Reference:	A: STAFFING
	<p>Pay</p> <p>1. To ensure the school complies with relevant employment legislation, applicable terms and conditions of service and the school's pay and performance management policies.</p> <p>This will include undertaking the role ascribed to the Pay Committee in currently adopted school policies. The quorum for the committee in exercising this function for any meetings including appeals is 1 governor (sitting with or without the Headteacher). The hearing and appeals panel in any one case must be of the same size. The members of the appeal panel must be different to the members of the hearing panel.</p>
	Performance Management

	<p>2. To ensure the school complies with relevant legislation regarding performance management and ensure that the school has robust performance systems in place for all staff. To oversee and ensure the operation and adoption of a whole school Performance Management Policy. The quorum for the committee in exercising this function is as per the general quorum unless specified otherwise by statute or in the school's policy.</p>
	<p>Headteacher's Performance Management</p> <p>3. To ensure the school complies with relevant legislation regarding performance management for the Headteacher and ensure that the school has robust performance systems in place for the Headteacher. The quorum for the committee in exercising this function is as per the general quorum unless specified otherwise by statute or in the school's policy.</p>
	<p>Discipline/Misconduct</p> <p>4. To hear allegations of misconduct, determine if they are proven and apply appropriate sanction. To hear appeals against disciplinary action. The quorum for the committee in exercising this function is 1 governor (sitting with or without the Headteacher), where this function is not carried out by the Headteacher. This provision expressly overrides the current policy requirement for 3 governors as this was derived from the statutory Discipline and Dismissals Committee requirement that no longer applies. Initial disciplinary and dismissal decisions should be taken by the Head teacher exercising delegated Authority to take such action; unless there is a good reason for this not to be the case. Appeals must be considered by governor(s). The hearing and appeal panel in any one case must be of the same size, except where the appeal is against a decision to dismiss where the panel must comprise three governors. The members of the appeal panel must be different to the members of the hearing panel.</p>
	<p>Capability - Performance / Attendance / Ill health</p> <p>5. To consider cases of (in) capability and determine appropriate action up to and including dismissal. The quorum for the committee in exercising this function is 1 governor (sitting with or without the Head teacher), where this function is not carried out by the Headteacher. This provision expressly overrides the current policy requirement for 3 governors as this was derived from the statutory Discipline and Dismissals Committee requirement that no longer applies. Initial capability and capability dismissal decisions should be taken by the Head teacher exercising delegated Authority to take such action; unless there is a good reason for this not to be the case. Appeals must be considered by governor(s). The hearing and appeal panel in any one case must be of the same size, except where the appeal is against a decision to dismiss where the panel must comprise three governors. The members of the appeal panel must be different to the members of the hearing panel.</p>

	<p>Dismissals (not falling under other provision)</p> <p>6. To consider dismissal of employees in line with statute where other provisions outlined, such as misconduct, do not apply.</p> <p>This provision excludes redundancy dismissals which are addressed through the Governors Change Committee and the Governors Change Appeals Committee. This would include, for example, dismissals on grounds of some other substantial reasons such as the end of fixed term contract, and retirement dismissals. The quorum for the committee in exercising this function is 1 governor (sitting with or without the Head teacher), where this function is not carried out by the Headteacher. This provision expressly overrides the current policy requirement for 3 governors as this was derived from the statutory Discipline and Dismissals Committee requirement that no longer applies. Initial dismissal decisions should be taken by the Head teacher exercising delegated Authority to take such action; unless there is a good reason for this not to be the case. Appeals must be considered by governor(s). The hearing and appeal panel in any one case must be of the same size, except where the appeal is against a decision to dismiss where the panel must comprise three governors. The members of the appeal panel must be different to the members of the hearing panel.</p>
	<p>Grievances</p> <p>7. To consider and take appropriate action in relation to staff grievances, in line with the school Grievance Policy. The quorum for the committee in exercising this function is 1 governor (sitting with or without the Headteacher), where this function is not carried out by the Headteacher. This provision expressly overrides the current policy requirement for 3 governors as this was derived from the statutory Discipline and Dismissals Committee requirement that no longer applies. Grievances hearings should be heard by the Headteacher where possible with the appeal being considered by governor(s).</p> <p>The hearing and appeal panel in any one case must be of the same size. The members of the appeal panel must be different to the members of the hearing panel.</p>
<p>Functions retained by the governing body:</p>	<p>8. The governing body will establish this committee.</p> <p>Where for whatever reason this committee cannot exercise a specific function within an appropriate timescale the Chair of the governing body shall determine how to proceed.</p>
<p>Functions delegated to the Headteacher:</p>	<p>9. The Headteacher has authority to take action regarding conduct, capability, grievances and to dismiss staff, and should be the first line for making such decisions (except in grievances where they are not the first line manager), in line with the revised Staffing Regulations, except where there is a conflict of interest and the Headteacher is compromised in making such a decision (i.e. it would be against the principles of natural justice for the</p>

	<p>Headteacher to make the decision to dismiss).</p> <p>10. The Headteacher has responsibility for implementing HR policies, procedures and strategies within the school, for example determining the performance management cycle for the school etc.</p>
	B: FINANCE
	<ol style="list-style-type: none"> 1. To approve the annual budget plan, taking into consideration the priorities of the School Improvement Plan. 2. To facilitate and review financial policy including consideration of long term planning. 3. To be familiar with the LA budget spending plans, formula funding structure and policies for financial delegation. 4. To monitor the school budget in the light of known activity and to take decisions on the virement of funds between budget heads, in line with the Scheme of Delegation and in the interests of the school achieving its overall aims and objectives. To ensure that ring fenced grants are spent in accordance with the terms and conditions of the grant. 5. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body. 6. To ensure that the school has sound internal financial controls in place which safeguard the probity of its financial transactions and the reliability and accuracy of its financial records, including risk management strategies, register of business and pecuniary interests and an inventory list. 7. To ensure proper financial administration arrangements are in place that enables the governing body to fulfil its statutory responsibilities for financial management and to ensure that the school adheres to the principles of the Schools Financial Value Standard (SFVS). 8. To act as advisers and consultants to the governing body on financial issues. 9. To consider audit reports on the school and make recommendations to the governing body. 10. To be responsible for contractual arrangements in respect of items approved by the governing body in accordance with The Scheme for Financing Schools, the Council's Contract Procedure Rules and other, Financial Regulations including the opening of tenders and recommendations to the governing body concerning acceptance. 11. To determine the arrangements and the scale of charges for the letting of school premises and to annually review the schools Charging Policy and make recommendations to the governing body. 12. To recommend to the full governing body the level of financial delegation afforded to the Staff and Finance Committee and Headteacher in respect of expenditure orders and virements between budget heads.
	C: CONTRIBUTION TO SELF-EVALUATION & SCHOOL IMPROVEMENT
	<ol style="list-style-type: none"> 8. To receive termly the relevant section of the school self-evaluation document. 9. To review on an annual basis, in partnership with the

	<p>Headteacher, the effectiveness of the school's policies in relation to leadership and management.</p> <p>10. To report the results of this review to the full governing body, including any recommendations for policy changes and priorities for the next School Improvement Plan.</p>
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PAY AND PERFORMANCE COMMITTEE

Membership:	<p>This sub-committee consists of 2 members of the governing body with voting rights from the Staff and Finance Committee.</p> <p>The Headteacher attends purely in an advisory capacity.</p>
Chair:	<p>It is recommended that the committee should elect its own Chair.</p>
Quorum:	<p>The quorum for a meeting of the committee shall be not less than three of the members with voting rights.</p>
Clerk:	<p>The committee must nominate a Clerk to the committee.</p> <p>Meetings may be clerked by any person on the committee except for the Headteacher.</p>
Overall Purpose of the Committee:	<p>The committees has overall responsibility for:</p> <ul style="list-style-type: none"> • reviewing annually the salaries of all staff in line with the schools Pay Policy; ➤ recommending changes/modification to the Pay Policy in light of changes in pay and conditions ; ➤ considering all implications to the pay structure arising from the Performance Management Policy. <p>Any appeals arising from the decision of the Pay Committee must be heard by a separate committee of governors with the same number of governors.</p>

PREMISES COMMITTEE

Membership:	<p>This committee consists of 6 members of the governing body with voting rights.</p> <p>The committee may allow additional non-voting members to attend meetings. Where particular items of business are to be considered, it could be deemed beneficial to draw on the expertise of individuals other than those on the committee (e.g. SBM, Deputy Headteacher).</p>
Chair:	It is recommended that the committee should elect its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	The School Business Manager acts as a Clerk to the committee.
Overall Purpose of the Committee:	<p>The overall purpose of the committee is to:</p> <ul style="list-style-type: none"> • monitor the school's policies relating to resources issues – premises; • report to the full governing body on the effectiveness of these policies and to recommend changes as appropriate. <p>In carrying out all its responsibilities the committee must act:</p> <ul style="list-style-type: none"> • in partnership with the Headteacher; • in accordance with statutory requirements; • in accordance with any general principles set by the full governing body; • after consulting (as appropriate) staff, parents, pupils, the LA, the Diocese and relevant organisation/agencies.
Terms of Reference	A: PREMISES
	<ol style="list-style-type: none"> 1. To be responsible for determining and recommending to the full governing body the content of the annual maintenance programme in line with the School's Asset Management Plan, i.e. those aspects of maintenance funded from delegated and devolved budgets. 2. To be responsible for monitoring the fabric of the school premises and, within the budget provision, authorising maintenance work. 3. To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services. 4. To be responsible for caretaking arrangements. 5. To consider improvements/alterations to school premises and to make recommendations to the governing body which shall forward proposals to the Diocese for consideration and approval. 6. To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget. 7. To be responsible for monitoring the security of the premises. 8. To consider requests to improve/replace furnishings within the school, within budget provision.

	<p>9. To monitor the operation of the LA's Health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school, and to make recommendations to the governing body.</p> <p>10. To regularly review the need for structural repairs and maintenance that require partnership funding with the Diocese.</p> <p>11. To be responsible for ensuring that contractors employed to undertake work on the premises carry adequate public and employer's liability insurance and operate within all current legislation.</p>
	<p>B: CONTRIBUTION TO SELF-EVALUATION & SCHOOL IMPROVEMENT</p>
	<p>12. To receive termly the relevant section of the school self-evaluation document.</p> <p>13. To review on an annual basis, in partnership with the Headteacher, the effectiveness of the school's policies in relation to leadership and management.</p> <p>14. To report the results of this review to the full governing body, including any recommendations for policy changes and priorities for the next School Improvement Plan.</p>

ADMISSIONS COMMITTEE

Membership:	<p>This committee consists of:</p> <ol style="list-style-type: none"> 1. The Headteacher of the school 2. At least two other persons who are members of the governing body with voting rights.
Chair:	The committee is responsible for electing its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	The School Business Manager acts as a Clerk to the committee.
Overall Purpose of the Committee:	<ol style="list-style-type: none"> 1. To be responsible for complying with the terms, conditions and timeline of the agreed Local Authority Scheme for Co-ordination of Admissions. 2. To be responsible for administering the governing body's Admissions Policy, including applying the admissions criteria where the school is over-subscribed with parental requests for admission. 3. To be responsible for preparing and presenting the school's case in response to any parental appeals against the refusal of admission to the school. 4. To be responsible for raising any issues that arise from the school's Admissions Policy with the full governing body, for their consideration.
Functions delegated to the Headteacher:	<ol style="list-style-type: none"> 5. To be responsible for the day-to-day administration of the admissions process, in relation to any casual requests for admission received where the school is not over-subscribed with requests. 6. To oversee the administrative arrangements surrounding the admissions process within the school.
Functions retained by the governing body:	<ol style="list-style-type: none"> 7. To be responsible for determining the school's Admissions Policy, including the admissions criteria. 8. To be responsible for reviewing the school's Admissions Policy annually, in consultation with the Local Authority. 9. To be responsible for agreeing the Scheme for Co-ordination of Admissions with the Local Authority.

PUPIL DISCIPLINE COMMITTEE

<p>Membership:</p>	<p>A pool of 5/6 Governors, any 3 of whom will deal with a particular complaint. The LA also recommends that members of this committee are also members of the Learning Committee.</p> <p>The Headteacher must not be a member of this committee, although he/she should attend to give his/her reasons for the exclusion.</p> <p>Employees at the school should not be members of this committee.</p> <p>No governor, including the Chair or Vice -Chair, should be a member of this committee when it is considering individual exclusions cases if he/she has been involved in prior meetings with parents as part of formal school procedures to modify a pupil's behaviour, or if he/she has detailed knowledge of the case.</p>
<p>Chair:</p>	<p>It is recommended that the committee should elect its own Chair.</p>
<p>Quorum:</p>	<p>The quorum for a meeting of the committee shall be not less than three of the members with voting rights.</p>
<p>Clerk:</p>	<p>The governing body must nominate a Clerk to the committee.</p> <p>Meetings may be clerked by any person nominated by the full governing body except the Headteacher or any person who may not be seen (for example to the parents of the excluded pupil) as impartial.</p> <p>A governor may act as Clerk, but the LA recommends that the Clerk should not be a member of the committee unless the nominated Clerk is unable to attend.</p>
<p>Overall Purpose of the Committee:</p>	<p>The overall purpose of the committee is to carry out the governing body's legal responsibilities in relation to reviewing the exclusion from school of individual pupils.</p> <p>Exclusion should only be used as a last resort.</p>
<p>Terms of Reference:</p>	<ol style="list-style-type: none"> 1. To hold meetings to consider the circumstances of any disciplinary exclusion and parental and LA representations in cases where a pupil has been excluded by the Headteacher: <ul style="list-style-type: none"> • permanently; • for a fixed period totalling more than 15 school days within one school term; • for a fixed period totalling more than 5 school days within one school term only where parents request such a meeting; or • which would result in a pupil losing the opportunity to take a public examination. 2. To consider written parental representations, where received, in relation to all other pupil exclusions. 3. The committee will conduct its business in accordance with the agreed LA procedures and the Department for Education and Employment Circular 10/99. 4. To ensure that members of the committee develop and maintain

	<p>an up-to-date understanding of pupil behaviour and discipline issues locally and nationally, for example by attending relevant governor training courses and reading relevant DfE and LA guidance.</p>
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COMPLAINTS COMMITTEE

Membership:	<p>A pool of 5/6 Governors any 3 of whom will deal with a particular complaint.</p> <p>All staff at the school (including the Headteacher) to be excluded.</p> <p>It is recommended that at least one parent governor is included.</p> <p>Governors with any conflict of interest or detailed knowledge of the case to be considered should not be members of the Panel for that case.</p>
Chair:	<p>The committee is responsible for electing its own Chair.</p>
Quorum:	<p>3 Governors but, if this is not reasonably practicable, 2 (subject to the agreement of all parties to the complaint).</p>
Clerk:	<p>The governing body must nominate a Clerk to the Panel.</p> <p>Meetings may be clerked by any person nominated by the full governing body, except for the Headteacher.</p>
Overall Purpose of the Panel.	<p>To consider in line with the complaints guidance issued by the DfE in 2011 any complaints from parents and members of the public in accordance with the complaints procedure of the governing body.</p>

SIGNIFICANT CHANGE COMMITTEE

Membership:	<p>The committee must comprise at least three named governors with voting rights.</p> <p>(The governing body should be split 50/50 between the Significant Change Committee and the Change Appeals Committee at the start of the year with the different categories of governor split equally across both groups as far as possible).</p>
Chair:	It is recommended that the committee should elect its own Chair.
Quorum:	The quorum for a meeting of the committee shall be not less than three of the members with voting rights.
Clerk:	<p>The governing body must nominate a Clerk to the committee.</p> <p>Meetings may be clerked by any person nominated by the full governing body, except for the Headteacher.</p>
Overall Purpose of the Committee:	<ol style="list-style-type: none"> 1. To establish the criteria for selection for redundancy in redundancy situations. 2. To conduct consultation, and to respond to the consultation procedures. 3. To operate the redundancy selection procedure and identify staff selected for redundancy. 4. To determine to dismiss staff selected for redundancy. 5. To consider volunteers, and agree funding for these volunteers (where agreed).
Functions retained by the governing body:	<ol style="list-style-type: none"> 6. The governing body should be consulted by the Headteacher about identifying areas of overstaffing. 7. The governing body will decide whether to adopt the Local Authority Policy and guidelines for managing significant change. 8. The governing body will delegate authority to the Headteacher to act on their behalf as described by the school's policy. 9. The governing body will establish both this committee and the Change Appeals Committee.
Functions delegated to the Headteacher:	<ol style="list-style-type: none"> 10. To act and consult on behalf of the governing body with staff representatives. 11. To make redundancy dismissal decisions.

SIGNIFICANT CHANGE APPEALS COMMITTEE

<p>Membership:</p>	<p>The committee must comprise at least three named governors with voting rights.</p> <p>(The governing body should be split 50/50 between the Significant Change Committee and the Change Appeals Committee at the start of the year with the different categories of governor split equally across both groups as far as possible).</p> <p>The composition of the committee when hearing appeals should comprise:</p> <ol style="list-style-type: none"> 1. no fewer members of the governing body than that of the committee which made the original decision; and; 2. no members who were involved in the original decision which is the subject of appeal or who are in some way involved in the case itself. <p>The Headteacher may exercise his/her right to attend to give advice, but may not vote.</p>
<p>Chair:</p>	<p>It is recommended that the committee should elect its own Chair.</p>
<p>Quorum:</p>	<p>The quorum for a meeting of the Appeal Committee shall be not less than the numbers on the committee which took the initial or preliminary decision.</p>
<p>Clerk:</p>	<p>The governing body must nominate a Clerk to the committee.</p> <p>Meetings may be clerked by any person nominated by the full governing body, except for the Headteacher.</p>
<p>Overall Purpose of the Committee:</p>	<p>To consider any appeals against dismissal on grounds of redundancy.</p>