



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Staff Dismissal / Appeals / Grievance Committee – Terms of Reference 2023 - 2024

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Membership To consist of a minimum of 3 Governors, one of who will act as Chair.

The Headteacher **should not** be members of this committee.

If a governor has a connection with the staff member or knowledge of the situation that could affect his or her ability to act impartially, he or she should step down.

The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools. Governor Services will be requested to contact Governors, that have the appropriate experience and training to form the panel should the need arise.

The Governing Board agree to abide by all decisions made by the panel.

If a decision of the panel may result in an initial dismissal, the School Governance (Collaboration) (England) Regulations 2003 may not be utilised.

Quorum To consist of 2 members attending or more

Chair To be determined by the Full Governing Board or elected at each committee hearing. The Governing Board can remove the Chair at any time.

Clerk to the Committee To be determined by the Full Governing Board. The Governing Board can remove the clerk at any time.

Meetings As required

Agendas / Papers To be circulated to all committee members at least one week before the meeting.

Minutes / To be approved by the Chair of the meeting.

**Confidential
minutes**

Permissible Delegated Functions – Staff Dismissal Remit

- To consider and make decisions that could result in the compulsory redundancy of an employee
- To consider and make decisions that could result in the termination of employment of an employee on the grounds of performance capability.
- To consider and make decisions that could result in the termination of employment of an employee on the grounds of ill health.
- To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee.

Permissible Delegated Functions – Grievance

- To consider and make decisions relating to staff grievances

Permissible Delegated Functions – Appeals Committee

- To hear an appeal against a decision that has resulted in a disciplinary or other warning or the termination of employment of a member of staff on the grounds of; misconduct, performance capability, ill health capability or redundancy.
- To consider any appeals against a decision about matters relating to staff grievances or pay.

Committee members

FGB Meeting 10.11.2021: The updated Terms of Reference were agreed by Governors. It was agreed to remove governor names off individual ToRs and keep a live membership list for review as necessary.

Proposed Mrs J Brooks
Seconded Mr D Grounds

Reviewed Autumn 2023 - 2024

Signed (Chair)

Date