



Approved by: Board of Directors

Review Period: Annually

TERMS OF REFERENCE

APPEALS COMMITTEE

Overview:

The Appeals Committee will report to the Board of Directors. The Terms of Reference for the Committee have been determined in line with the Academy Trust Articles of Association, Funding Agreement and Department of Education Academy Trust Financial Handbook.

Meetings:

The committee will meet on adhoc basis when required. Membership will be a minimum of three members, subject to annual review by the Board of Directors. Lead advisor to this committee will be the Headteacher and any other senior manager that the committee deem necessary in carrying out its responsibility.

Review:

The membership and terms of reference of every Committee shall be reviewed annually by the Board of Director. The Board of Director will approve the constitution, membership, and proceedings of all Committee meetings annually.

Quorum:

Minimum members of the committee in attendance at each meeting must be three. The Headteacher and staff governors cannot sit on this committee.

Voting:

Any decisions within the agreed remit of the Committee and in line with the Committee Terms of Reference will be accepted by the Board of Directors on a majority vote of the attendees.

Procedures:

- A Chair and Vice Chair must be elected for a term of one year. They must be a Director but cannot be employed by the Academy Trust. The Chair has a casting vote, if required.

- An agenda should be sent out giving 7 clear days' notice of meetings.
- Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the Committee once reviewed at the next subsequent meeting.
- Minutes and other reports should be published in the normal manner.

Decisions:

Committee decisions, taken within their constitutional remit, have the status of decisions made by the Board of Directors. Feedback of Committee meetings should be circulated to all Directors and will be discussed at the next meeting of the Board of Directors and a record made in the minutes of those meetings.

Role of Committee Chair:

The Committee Chair will be responsible for ensuring that:

- Convening of meetings of the Committee and issuing the agenda.
- The Committee discharges all its responsibility set out in its remit.
- The Committee works closely with the Academy Trust senior managers.
- The taking of minutes of meetings by a committee member.
- The feedback from the meeting is forwarded to the Clerk of the Board of Directors and it is presented at the next Board of Directors meeting.

Delegation Powers:

The Board of Directors has delegated the following powers to the Committee:

- Consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.
- Consider any appeal against a decision short of dismissal under the Board of Directors personnel procedures e.g. disciplinary, grievance, capability.
- Consider any appeal against selection for redundancy.
- Consider any Headteacher Performance related appeals.

Policies:

- Review, determine and approve policies as delegated to the Committee as defined in the Policy Schedule.
- Ensure approval by the Board of Directors is obtained where necessary for policies outside the remit of approval for this Committee.

These terms of reference approved by the Board of Directors	19 th September 2022
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Name of Governor	Post

Chair of the Committee	
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Clerk to the Committee	Committee Member
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Date Committee established	9 th October 2013
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