

## **CEFN SAESON COMPREHENSIVE SCHOOL**

### **GRIEVANCE COMMITTEE**

#### **Purpose**

This committee is established to consider and make decisions relating to staff grievances received, in accordance with the school's grievance procedures.

#### **Membership**

Numbers to be agreed by the governing body but it is good practice to have at least three members of the governing body as it helps with voting.

Non-governors are optional and are generally appointed because of skills they may have. Non-governors may be given a vote if the governing body agrees.

The majority of members must be governors.

#### **Disqualifications**

None.

#### **Restrictions on persons taking part in proceedings**

The headteacher (however, there may be occasions where the headteacher is called to give evidence or is the subject of a grievance which means they could take part in proceedings).

Any governor where there may be a conflict of interest.<sup>1</sup>

#### **Election of chair**

Appointed by the governing body or elected by the committee - to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

#### **Clerk**

The governing body may appoint a clerk to this committee. It can be the person who clerks the governing body or it may be a different person.

#### **Quorum**

The quorum for this committee shall be three governors.

#### **Delegated Powers**

Full delegated powers for decisions were granted to this committee by the governing body on 9<sup>th</sup> September 2021.

#### **Meetings**

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the grievance hearing should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information, once any appeal process has been carried out.

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<sup>1</sup> Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

**Terms of Reference**

- To agree and review the grievance policy;
- To consider any issues of grievance in line with the school's procedure;
- To consider and determine any staff grievance issues;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

**Date reviewed and adopted:** 12<sup>th</sup> September 2023

**Date of next review:** September 2024

**Signature of chair of governors:** .....