

CEFN SAESON COMPREHENSIVE SCHOOL

GRIEVANCE APPEALS COMMITTEE

Purpose

This committee is established to consider any appeals in respect of staff grievances 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

Governors involved in the first grievance committee relating to the appeal.

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.¹

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 12th September 2023

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 appeal should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information.

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

Terms of Reference

- To consider any appeals against decisions made by the grievance committee in line with the school's procedure;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

Date reviewed and adopted: **12th September 2023**

Date of next review: **September 2024**

Signature of chair of governors: