

CEFN SAESON COMPREHENSIVE SCHOOL

HEADTEACHER CAPABILITY APPEALS PANEL

Purpose

This panel is established to consider any appeals against decisions made by the capability panel, in accordance with the school's procedure

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.

Disqualification

The headteacher.
Associate pupil governors.

Restrictions on persons taking part in proceedings

- The chair of the governing body should not a member of this panel due to their involvement at an earlier stage in the capability procedure.
- Any member of the panel who may be tainted or has a direct interest or involvement in the case in question.
- Teacher and staff governors and any other member of staff who may be a governor.¹

Election of chair

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

Quorum

The quorum for this panel shall be three governors.

Delegated Powers

Full delegated powers for decisions were granted to this panel by the governing body on 12th September 2023

Meetings

The panel shall meet as required.
Minutes of all meetings will be taken and retained. Any records or minutes relating to capability procedures should be carefully safeguarded and kept confidential.
The decisions of the panel will be brought to the full governing body for information.

Terms of Reference

- To consider any appeals against decisions made by the headteacher capability panel, prior to a referral to the Staff Disciplinary and Dismissal committee at Stage 3 of the capability procedure;
- To attend relevant training as appropriate.

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

Date of next review: **September 2024**

Signature of chair of governors:

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