

MANOR PRIMARY SCHOOL GOVERNING BODY

Terms of reference – First & Second Committee

Membership

The membership of both Committees will be three differing sets governors elected by the Full Governing Body, one of whom will be an LEA Governor, but not the Head Teacher or the Chair of the Governing Body.

Quorum

The quorum shall be all three governors.

Meetings

These will be convened as and when necessary. Governors will be notified by the Clerk as far in advance as possible. Relevant documentation will be distributed to Committee members as far in advance of the meeting as possible. A Clerk will be appointed and will be responsible for the taking and distribution of the minutes. Minutes of any meeting held by these Committees are confidential and shall only be distributed to those Governors attending the meeting.

Terms of Reference

Terms of reference of these committees are to adjudicate on complaints and disciplinary matters. The complainant has a right of appeal which will be heard by the Second Committee, where the appeal will be heard /adjudicated by three further Governors.

The main delegated responsibilities of this committee are:

- (1) Complaints
- (2) Exclusions
- (3) Disciplinary

Reviewed: October 2022

Next Review: October 2023