

Name of school:	St Andrews Methodist Primary School
Name of committee:	PUPIL DISCIPLINE
Date agreed:	2025-2026
Review date:	<i>Terms of reference must be reviewed by the full governing board annually</i>

Chair of committee:	<i>Elected by the committee</i>
Clerk:	<i>Arranged by the full governing board</i>
Membership:	<p><i>Three members of the Governing Board with the exception of the Headteacher. The Clerk to the Governing Board will contact 3 members of the Governing Board by random selection.</i></p> <p><i>If a governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down.</i></p> <p><i>The Governing Board agree to abide by all decisions made by the panel.</i></p> <p><i>When necessary, the governing board will source governors on an ad hoc basis from Governor Services to sit on Governor Disciplinary panels. Such governors will have the appropriate skills, experience and training to perform this duty</i></p>
Quorum:	<i>The quorum for the committee shall be a minimum of three governors</i>
Meetings:	<i>As necessary</i>
Minutes:	<i>The minutes will be approved by the committee chair</i>

- To consider and decide on the reinstatement of permanently excluded pupil within 15 school days of receiving notification
- To consider and decide on reinstatement of a suspension which would bring the pupil's total number of school days out of school to more than 15 in a term
- To consider any representations from parents about a suspension or permanent exclusion
- To consider any exclusion that would result in a pupil missing a public examination or national curriculum test.
- To consider if the decision to exclude was lawful, reasonable and procedurally fair, taking into account the Headteacher's legal duties

Name of school:	St Andrews Methodist Primary School
Name of committee:	COMPLAINTS PANEL
Date agreed:	2025-2026
Review date:	<i>Terms of reference must be reviewed by the full governing board annually</i>

Chair of committee:	<i>Elected by the committee</i>
Clerk:	<i>Arranged by the full governing board</i>
Membership:	<i>Three members of the Governing Board with the exception of the Headteacher. The Clerk to the Governing Board will contact 3 members of the Governing Board by random selection. If a governor has a connection with the complainant or knowledge of the complaint that could affect his or her ability to act impartially, he or she should step down. When necessary, the governing board will source governors on an ad hoc basis from Governor Services to sit on complaints panels. Such governors will have the appropriate skills, experience and training to perform this duty The Governing Board agree to abide by all decisions made by the panel.</i>
Quorum:	<i>The quorum for the committee shall be a minimum of three governors</i>
Meetings:	<i>As necessary</i>
Minutes:	<i>The minutes will be approved by the committee chair</i>

Deal with complaints about the school, with the exception of:

- Admissions to schools
- Statutory assessments of Special Educational Needs and Disability (SEND)
- School re-organisation proposals
- Safeguarding
- Allegations of professional abuse
- Staff grievances and disciplinary procedures
- Exclusion of children from school
- Whistleblowing
- Complaints about services provided by other providers who may use school premises or facilities.

To consider and make a decision about any complaint that has not been resolved by prior stages as outlined in the school complaints procedure.

The panel has the power to make decisions on behalf of the Governing Board and may:

- Dismiss the complaint in whole or in part;
- Uphold the complaint in whole or in part;
- Decide on the appropriate action to be taken to resolve the complaint and:

Where appropriate recommend, to the next meeting of the full Governing Board, changes to the school's systems, policies or procedures to ensure that problems of a similar nature do not recur.

Name of school:	St Andrews Methodist Primary School
Name of committee:	STAFF DISMISSALS/GRIEVANCE/APPEALS
Date agreed:	2025-2026
Review date:	<i>Terms of reference must be reviewed by the full governing board annually</i>

Chair of committee:	<i>Elected by the committee</i>
Clerk:	<i>Arranged by the full governing board</i>
Membership:	<p><i>Two or Three Members of the Governing Board.</i></p> <p><i>If a governor including the Headteacher, has a connection with the staff member or knowledge of the situation that could affect his or her ability to act impartially, he or she should step down.</i></p> <p><i>The Governing Board have agreed to collaborate to form a panel using the School Governance (Collaboration) (England) Regulations 2003 to discharge their functions jointly or wholly to Governors from other Schools. Governor Services will be requested to contact Governors, that have the appropriate experience and training to form the panel should the need arise.</i></p> <p><i>The Governing Board agree to abide by all decisions made by the panel.</i></p>
Quorum:	<i>2 or 3 governors (Salford Appeals Policy specifies 3)</i>
Meetings:	<i>As necessary</i>
Minutes:	<i>The minutes will be approved by the committee chair</i>

Staff Dismissal

- To consider and make decisions that could result in the compulsory redundancy of an employee where the Headteacher is unable to make this decision.
- To consider and make decisions that could result in dismissal of employment of an employee on the grounds of performance capability where the Headteacher is unable to make this decision.
- To consider and make decisions that could result in dismissal of an employee following the management of absence policy where the Headteacher is unable to make this decision.
- To consider and make decisions that could result in a disciplinary sanction against or dismissal of an employee where the Headteacher is unable to make this decision.

Grievance

- To consider and make decisions relating to staff grievances against the Headteacher or where the Headteacher is unable to make this decision

Appeals

- To hear an appeal against a decision that has resulted in a disciplinary or other warning or the dismissal of a member of staff on the grounds of; misconduct, performance capability, ill health capability or redundancy or any other staffing related matters.
- To consider any appeals against a decision about matters relating to staff grievances, pay or other staffing matters.

Name of school:	St Andrews Methodist Primary School
Name of committee:	GOVERNOR APPEALS – REMOVAL OF A GOVERNOR
Date agreed:	2025-2026
Review date:	<i>Terms of reference must be reviewed by the full governing board annually</i>

Chair of committee:	<i>Elected by the committee</i>
Clerk:	<i>Arranged by the full governing board</i>
Membership:	<p><i>The Governors’ Appeal Panel will consist of:</i></p> <ul style="list-style-type: none"> • <i>the Team Manager from Salford City Council Governor Services</i> • <i>two governors from the pool of governors managed by Governor Services</i>
Quorum:	<i>As stated under membership</i>
Meetings:	<i>As necessary</i>
Minutes:	<i>The minutes will be approved by the committee members</i>

To hear an appeal against a decision to remove a governor from the Board on the grounds that:

- There have been repeated grounds for suspension.
- There has been serious misconduct or inefficiency, for example where an elected governor is unwilling or unable, despite all appropriate support, to develop the skills to contribute to effective governance.
- The governor has engaged in conduct aimed at undermining fundamental British Values of democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs; and/or
- The actions of the governor are significantly detrimental to the effective operation of the governing Board, distracting it from its core strategic functions and wasting a significant amount of Board and Headteacher time.

The decision of the Panel will be final.