OAK GREEN SCHOOL
HR RELATED
(COVERING: EMPLOYEE GRIEVANCE, STAFF DISMISSAL, STAFF DISMISSAL APPEALS, AND PAY REVIEW APPEALS)
TERMS OF REFERENCE 2026-27

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
CONSTITUTION		**MEMBERSHIP** - appointed by the Governing Body. Associate Members may be appointed by the Governing Board as members of this committee as long as the majority of the committee members are governors. Staff governors cannot be members. Where there are insufficient governors without prior involvement the Governing Board should consider collaborating with another Governing Board. **GOVERNANCE PROFESSIONAL** – cannot be the Headteacher. It is best practice to appoint a governance professional. **QUORUM** – at least THREE members who are governors. **VOTING RIGHTS** – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if a governor. **CHAIR** – to be appointed by the Committee or Full Governing Board.			
1.		Panels will be convened and act in accordance with the school's policies and procedures (to include but not limited to – Capability, Conduct and Discipline, Employee Grievance, Staff Dismissal, Redundancy and Health and Attendance)	As required	Brief verbal summary by Chair of Committee	Next full Board Meeting
2.	**Staff Dismissal Appeals**	This Committee is required to meet to hear and determine any appeals against: ● Decisions made by the Staff Dismissal Committee;			

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		● A decision taken by the Headteacher or Headteacher and Governor, in relation to Capability and Conduct and Discipline ● A Capability Warning or a Conduct and Discipline Warning	As required	Brief verbal summary by Chair of Committee	Next full Board Meeting
3.	**Pay Review Appeals**	This Committee is required to meet to hear any appeals against pay decisions (including for the Headteacher) in accordance with the School's Pay Policy.	As required	Brief verbal summary by Chair of Committee	Next full Board Meeting
4.	**Minutes**	Minutes will be taken at the meeting which may be required as a record for any subsequent appeals and Employment Tribunals.			

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