



## **COMPLAINTS, GRIEVANCES AND DISCIPLINARY COMMITTEE**

### **TERMS OF REFERENCE**

#### **COMMITTEE MEETINGS**

The membership of this committee will be set up as and when necessary taking into account the make up of the Governing Body. The Clerk to the Governors will appoint in consultation with the Chair (or, in the absence of the Chair, the Vice Chair of Governors) regarding the composition of the committee to ensure that no governor who has had any involvement with the issue to be discussed is on the committee.

#### **COMMITTEE STRUCTURE**

The Complaints, Grievances and Disciplinary Committee shall number a maximum of five and the quorum for meetings shall be three. The first meeting of the Complaints, Grievances and Disciplinary Committee shall appoint a Chair.

#### **MEETINGS**

Meetings will be as and when required and convened by the Clerk to Governors, or the Chair of Governors, giving seven days notice. The seven days notice could be waived if all parties to the meeting agree.

#### **FUNCTIONS AND POWERS**

1. To hear staff disciplinary cases and to take appropriate action.
2. To hear staff grievances and to take appropriate action.
3. To hear staff capability cases and to take appropriate action.
4. To hear parental complaints and to take appropriate action.
5. To hear pupil exclusion cases and to take appropriate action.
6. To hear any other complaints, grievances and disciplinary matters that directly relate to the wellbeing of The Colleton School. .

All actions and decisions of the committee will be reported to the full Governing Body at the next appropriate meeting after any related appeal.

Reviewed: November 2020  
Ratified: 18th November 2020  
Review: Annually in autumn term