



## THE TERMS OF REFERENCE

TITLE	THE SECOND COMMITTEE
PURPOSE	TO FULFIL THE GOVERNING BOARD'S STATUTORY RESPONSIBILITY TO HEAR APPEALS AGAINST THE DECISIONS OF THE FIRST COMMITTEE, AND TO FORM A PAY APPEAL COMMITTEE.
MEMBERSHIP	<p>The Chair of Governors and an equal number of governors who formed the first committee, drawn from a list of named governors.</p> <p>* A person employed at the school [including the Headteacher] is NOT eligible to serve on the Second Committee.</p> <p>* A parent governor is not eligible to serve on the Second Committee when hearing an appeal against a decision of the Pupil Disciplinary Committee or when dealing with a complaint from another parent.</p> <p>* A governor who served on the First Committee, or who has previous knowledge of the case, cannot serve on the Second Committee.</p>
QUORUM	The Chair of Governors and the same number of governors as the First Committee
CHAIR	The Chair of Governors
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.
FREQUENCY	As and when required
REPORTING PROCESS	It is essential that full notes are kept of the proceedings for production in the event of a challenge or allegation of unfair treatment by the person who is the subject of the proceedings.

