

# Terms of Reference for the Second (Appeals) Committee of the Governing Board of West Hill Primary School

Membership:	The Governing Board – members selected according to the requirements of the hearing.
The Head teacher and staff governors may not be a member	
Associate Members:	Can serve on this committee and will form part of the quorum
Quorum ( <i>minimum of 3</i> )*:	3 to be drawn from the membership above  Note: no governor or associate member who has been part of the First/Hearings Committee may be included
Chair of Committee:	To be agreed according to the requirements of the hearing
Clerk of Committee:	Bec Davey
Agreed at meeting of full Governing Board 2 <sup>nd</sup> October 2019	
Date of review: Autumn 2020	
These terms of reference are reviewed annually by the Governing Board and when there are any changes to the Board membership	

## Agreed terms of Reference

- To hear an appeal against any decision made by the headteacher or any other committee of the Governing Board.
- To hear a complaint in accordance with the school's complaints policy where this has not been resolved at a previous stage.
- To consider the decision of the headteacher to exclude a child/pupil from the school in accordance with the regulations governing exclusion.