

Mansbridge Primary School

TERMS OF REFERENCE ~ APPEALS COMMITTEE

Membership

Membership shall consist of any three eligible governors as defined in "eligibility" below.

Quorum

The quorum shall be three governors.

The panel of three governors will decide themselves at the start of the meeting who will chair the proceedings.

Meetings

The Committee shall meet as required.

Terms of Reference

To consider and make decisions about matters referred to the Committee, relating to:

- Pupil Admissions (see appendix 1)
- Parental complaints (in accordance with the Complaints policy)
- Pupil Exclusions (Discipline committee) (see appendix 2)
- Staff Dismissal Appeals (see appendix 3)
- Staff Grievances (see appendix 3)
- Any other matters referred to it which it can legitimately address

Eligibility

To serve on the Appeals committee, governors must be "eligible". Eligibility is defined as:-

- Have no detailed knowledge of the issue that is giving rise to the need to meet.
- Have no connection with the appellant that could affect their objectivity.
- Have not been involved with an earlier stage in the proceedings that led to the meeting.
- May not be a member of staff if the appraisal, competence or pay of any other member of staff is being discussed.
- May not be the head teacher if dealing with a staff dismissal appeal, staff grievance or pupil exclusion.
- The head teacher must be present when dealing with matters relating to Admissions.

Minutes & Proceedings

The minutes and proceedings of any meeting of the Appeals committee will be treated as confidential to the committee members alone.

Reviewed and approved 29.02.2026

For review September 2027

Appeals Committee Terms of Reference – Appendix 1

Mansbridge Primary School

Purpose:

- To consider applications for pupil's admission to Mansbridge Primary School, when the number of first preference applications exceed the standard number.
- To make decisions regarding mid-term admissions where necessary.

Meeting frequency:

- As required, at the request of the Headteacher.

Terms of Reference:

- The Committee will consider admission applications in accordance with the school's admission policy and taking into account advice from the LA.

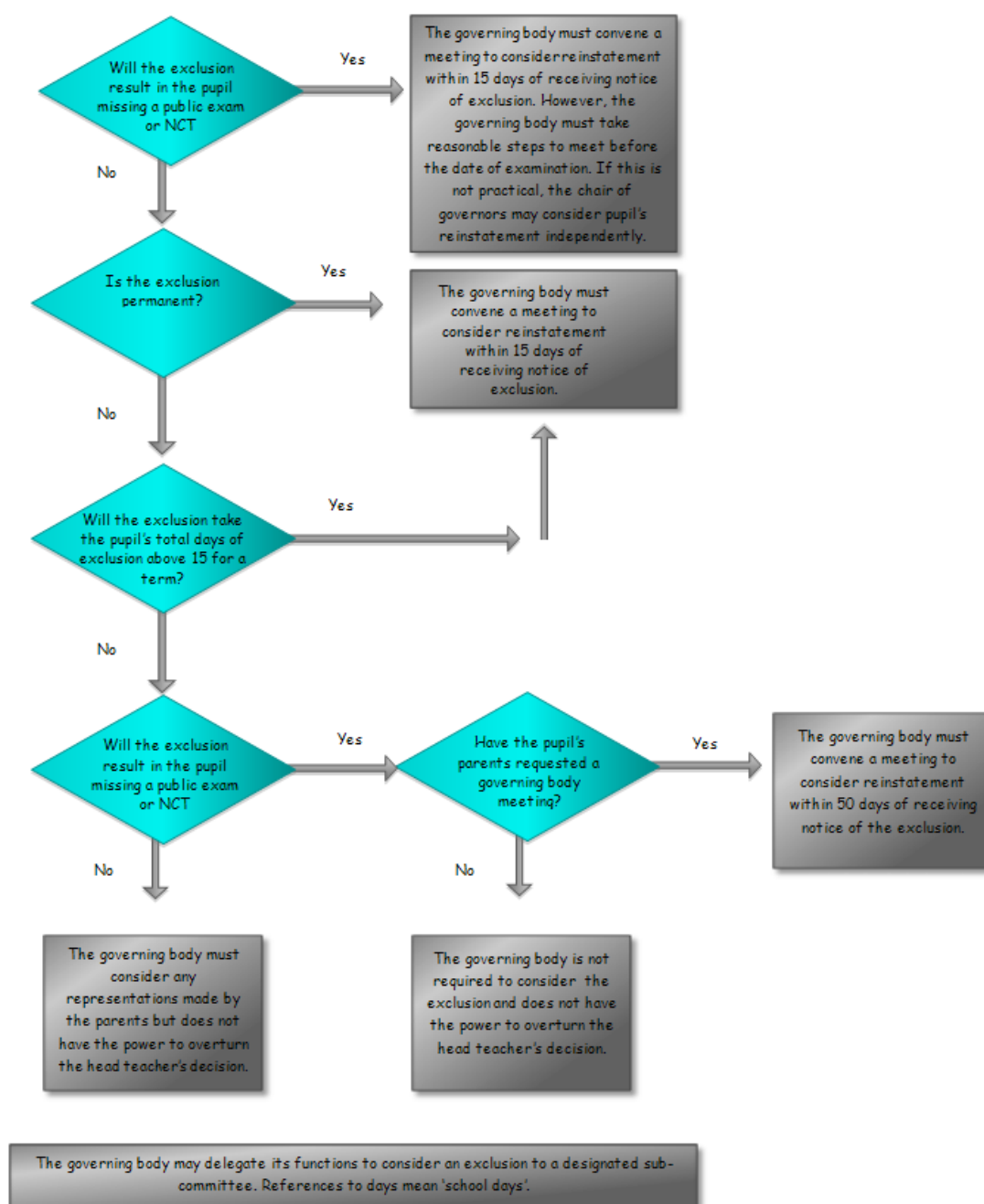
Appeals Committee Terms of Reference – Appendix 2

Mansbridge Primary School

Purpose:

- To hear formal representations against exclusions;
- To undertake statutory reviews of exclusions;
- To comply with DfE regulations relating to exclusions and adopt the guidelines put forward by the LA.

A summary of the governing body's duties to review the headteacher's exclusion decision.



In respect of statutory reviews of fixed term exclusions, the following procedures will be adopted:-

1. Prior to the meeting, the Clerk will inform parents of the date, time and place of the meeting.
2. At the meeting, the Headteacher presents the case, giving all reasons for the exclusion and appropriate background material.
3. Governors put questions to the Headteacher about the circumstances of the exclusion and other relevant issues.
4. The Headteacher leaves the meeting.
5. The Discipline Committee review the case and decide whether to uphold the exclusion or to direct reinstatement.
6. The Clerk will inform parents of the outcome of the meeting, usually within one school day.

In respect of statutory reviews of permanent exclusions, the following procedures will be adopted:-

1. Prior to the meeting, the Clerk will inform parents of the date, time and place of the meeting. The Clerk will ask parents for details of any written evidence to be presented at the meeting and this will be distributed to all parties in advance. The school will send any paperwork representing the school's case to all parties, including the LA.
2. At the meeting - Chairs opening remarks (welcome and explanation of the format of the meeting).
3. Headteacher presents the case for the exclusions including any background documentation and calling appropriate witnesses.
4. Parent/Governors questions in respect of the Headteacher's statement.
5. Parents/parents representatives put the case against the exclusion.
6. Governors/Headteacher questions parent's statement.
7. Information from any other parties involved (e.g. EWO/EP) in verbal or written form.
8. Summing up by the Headteacher (no new evidence at this stage).
9. Summing up by parents (no new evidence at the stage).
10. Concluding remark by the Chair.
11. Parents and Headteacher should withdraw at this stage and Governors may ask all the parties to stay to hear the outcome of their deliberations, or more normally will notify their decision in writing within one school day.
12. If Governors wish to ask further questions, all parties should be invited back to hear the questions and response.

The Chair of the Pupil Discipline Committee shall report to the next full governing body meeting that an appeal has been heard and the decision the panel made.

Terms of Reference - Appendix 3

Mansbridge Primary School

Purpose:

- To hear formal appeals from staff arising from matters relating to grievances, discipline and dismissal, in accordance with the LA's manual of Personnel Practice and Procedure.

Meeting Frequency:

- As required.

Terms of Reference:

- To hear formal appeals from staff arising from matters relating to grievance, discipline and dismissal;
- In all cases, advice will be sought from HR Schools.