

Staff Grievance and Discipline committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Staff Grievance and Discipline Committee.

The chair, members and clerk of the Staff Grievance and Discipline Committee shall be non-executive members and shall be appointed by the Governing Body.

Terms of Reference

Authority

The Staff Grievance and Discipline Committee is a Committee of the Board (Governing Body) and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board.

General discipline or grievance matters will be investigated by the Headteacher in the first instance. If a satisfactory outcome is not reached, the Chair of Governors will investigate and attempt to resolve the issue.

Role

If the issue remains unresolved, the matter will revert to the Staff Discipline and Grievance Committee.

Duties

The duty of the Staff Grievance and Discipline Committee is to:

Hear any complaint about performance management or any other grievance brought by a staff member.

The committee must have people different from those named on the Staffing and Personnel committee.

Hear any grievance from members of staff against other members of staff that the Headteacher has heard but the member of staff still feels aggrieved.

Hear any grievance from members of staff against the Headteacher

Hear any grievance from the Headteacher

Delegated Powers

Make decision on whether to uphold the grievance.

Communicate the process and outcome of grievance hearings to the parties personally with written confirmation.

Where a grievance is upheld against an employee, the employee must be informed of his/her right to appeal and that this should be submitted in writing to the Headteacher.

Make any determination to dismiss any member of staff

Administration of Staff Grievance and Discipline Committee

The Staff Grievance and Discipline committee will meet as required.

The Staff Grievance and Discipline Committee will consist of three members of the Governing Body. Additionally, up to two external co-opted members may also be appointed.

The Staff Grievance and Discipline Committee will be quorate if two members are present and 50% of members are AT Board members.

Administrative support will be provided by the Clerk to the Governing Body.

Agendas will be agreed in advance by the Chair of the Staff Grievance and Discipline Committee

The Staff Grievance and Discipline Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis, reporting to the governing body any proposed amendments to terms of reference, membership or training requirements.