



Newnham Croft Primary School Governing Board

Ad Hoc Panels and Committees

Terms of Reference 2025-26

A. Headteacher's Performance Appraisal Group (Including the Staff Salary Review Group)

1. MEMBERSHIP

- 1.1. Two or three Governors.
- 1.2. Disqualification – The Headteacher and Staff Governors or any other governors who are school employees.

2. TERMS OF REFERENCE

- 2.1. To arrange to meet with the School Improvement Adviser (SIA) to discuss the Headteacher's performance targets.
- 2.2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- 2.3. To monitor throughout the year the performance of the Headteacher against the targets.
- 2.4. To meet with the Headteacher on a termly basis to monitor the performance of teaching staff.
- 2.5. To make recommendations to the Full Governing Board in respect of pay awards for staff (including the Headteacher), where evidence shows that their corresponding individual targets have been met.

B. Hearings Panel

1. MEMBERSHIP

- 1.1. Individual membership of this Panel will be determined when the circumstances of the hearing are known, and the Panel should comprise of no fewer than three members of the Governing Board.
- 1.2. (NB. The number appointed to this Panel directly affects the number required for an Appeals Panel, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.).
- 1.3. Disqualification – The Headteacher or any members of the Appeals Panel.

2. TERMS OF REFERENCE

- 2.1. To make any determination to dismiss any member of staff (unless delegated to the Headteacher in accordance with the school's policies).
- 2.2. To make any decisions under the Governing Board's personnel procedures e.g., disciplinary, grievance, capability where the Headteacher is the subject of the action.*
- 2.3. To make any decisions relating to any member of staff other than the Headteacher, under the Governing Board's personnel procedures (unless delegated to the Headteacher).

- 2.4. To make any determination or decision under the Governing Board's General Complaints Procedure for Parents and others.
- 2.5. To make any determination or decision in respect of National Curriculum disapplication, and the operation of the Governing Board's charging policy.

C. Appeals Panel

1. MEMBERSHIP

- 1.1. Individual membership of this Panel will be determined when the circumstances of the hearing are known, and the Panel should comprise of no fewer than three members of the Governing Board.

(NB. The number appointed to this Panel directly affects the number required for an Hearings Panel, i.e., there must be an equal number of governors on both committees and governors can only sit on Hearings or Appeals.).

- 1.2. Disqualification – The Headteacher or any members of the Hearings Panel. (It is suggested that only experienced governors be appointed to this Panel and that the Chair of Governors, due to probable prior knowledge, should not be a member.)

2. TERMS OF REFERENCE

- 2.1. To consider any appeal against a decision to dismiss a member of staff made by the Hearings Panel.*
- 2.2. To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability.*
- 2.3. To consider any appeal against selection for redundancy.*

* These matters cannot be delegated to an individual

D. Pupil Discipline Panel

1. MEMBERSHIP

- 1.1. Individual membership of this Panel will be determined when the circumstances of the disciplinary matter are known, and the Panel should comprise of no fewer than three members of the Governing Board.

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Panel to consider exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially, they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the Chair of the Panel has the casting vote.

- 1.2. Disqualification – The Headteacher or any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be members.)

2. TERMS OF REFERENCE

- 2.1. To consider representations from parents in the case of exclusions of 5 days or less (Panel may not re-instate as it can only consider due process).
- 2.2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (the meeting to be held within 50 school days after receiving notice of the exclusion).
- 2.3. To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:

- the exclusion is permanent,

- it is a fixed period suspension which would bring the pupil's total number of school days of suspension to more than 15 days, including 15½ days in a term, or
 - it would result in a pupil missing a public examination or national curriculum test.
- 2.4. To ensure that the guidance contained in the Department for Education's (DfE's) '*Exclusion from maintained schools, academies and pupil referral units in England - 2012*' document (as updated in September 2023) is practised in the school, with specific reference to the role assigned to the Governing Board.