



Theale C of E Primary School

Terms of Reference: Second Committee

At Theale CE Primary School the children come first. They are central to every decision made in school. We will ensure that our children are happy and successful. They will grow to be ambitious and resilient and their talents will be nurtured so they become highly skilled. Our children will be courageous and always behave with integrity.

“And you shall love the LORD your God with all your heart, with all your soul, with all your mind, and with all your strength.’ This *is* the first commandment. And the second, like *it, is* this: ‘You shall love your neighbour as yourself.’ There is no other commandment greater than these.” *Mark 12: v 30-31*

“I have come that they may have life and that they may have it more abundantly.”

John 10:10

Published on public website	Yes
Links to related policies and procedures	Terms of Reference for First Committee
Author	Chair of Governors
Approved by	Governing Body
Date approved	November 2023
Date of next review	September 2024
Responsibility for next review	Chair of Governors
Any other key information	

Purpose

- To hear appeals arising from the decisions and/or actions of the First Committee.

Membership

- Membership of the committee will be reviewed annually.
- Members cannot have been party to the work of the First Committee and its involvement in the handling of the original complaint.
- The membership of the committee shall be three governors and should reflect the structure of the membership of the governing body.
- A member of the committee must declare themselves unavailable if they have a particular interest or involvement in the complaint or complainant.
- If for any reason any of the nominated persons cannot participate, another governor will be appointed by the Chair of Governors. If, due to availability or issues of personal interest, this is not possible, a governor from Enborne CE Primary School can be appointed by the Theale C of E Primary School Chair of Governors.
- The Chair of the Committee will be appointed at the time of agreeing membership of the committee.
- The Headteacher, Staff Governor and the Chair of Governors cannot be members of the committee but will attend meetings in an advisory capacity if required.

Quorum

- The quorum shall be three.

Meetings

- The committee will meet as and when required.
- Unless there are circumstances in which delay would be seriously detrimental to the interests of the school, a staff member, pupil or parent, at least one week's notice will be given for the meetings, together with an agenda.
- Meetings will be convened by either the Chair or the Clerk to the Governing Body who will act as clerk to this committee, unless it is appropriate for the committee to appoint a different clerk.

Functions and Powers

- To hear appeals following a decision of the First Committee and to take appropriate action(s).

Report

- All actions and decisions of this committee will be reported to the full governing body at its next meeting.
- Where appropriate confidentiality will be maintained.