

# THE POCHIN SCHOOL

## DISCIPLINE / CAPABILITY / GRIEVANCE/ PUPIL EXCLUSION COMMITTEE

### TERMS OF REFERENCE

#### MEMBERSHIP

- 3 governors excluding Chair of Governors and any governor who has had any other role in the process

#### QUORUM

- 3 governors

#### MEETINGS

- As required.

#### CHAIR

- There will be a Chair for these meetings agreed by the membership

#### MINUTES

- A governor from the committee must be nominated to take minutes of meetings

#### STANDING ORDERS

- This committee is a decision making body
- Matters of a confidential nature must not be reported to the governing body

#### FUNCTIONS

- Deal with any staff disciplinary problem in accordance with the Staff Disciplinary Policy
- Deal with any staff capability problem in accordance with the Staff Capability Policy
- Deal with any staff grievance in accordance with the Staff Grievance Policy
- Deal with any pupil exclusion in accordance with the Pupil Behaviour Policy
- Report to the governing body that the committee has met, no details of the meeting are to be given to the governing body

#### DECLARATION OF INTERESTS

- Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting

#### ASSOCIATED TRAINING

- Human Resources - The Governing Body's Role
- Pupil Exclusions

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....