

**Terms of reference for a joint governor panel with membership from all governing boards within the membership of the CCSP including:**

Shirwell Primary School, Swimbridge CofE Primary School,  
West Berry Federation, West Exmoor Federation

The following arrangements are based on the principle of increased collaboration between schools to raise standards by working together to share ideas and good practice. Under the Collaboration Arrangements (Maintained Schools and Further Education Bodies) (England) Regulations 2007, Governing Boards may arrange for any of their functions to be discharged jointly. They may also delegate any of their functions to a joint committee in the same way that they may delegate them to a committee of a single governing board. Where it is necessary for a governing board to convene a governor panel to hear parental complaints, staff or pupil grievances or review exclusion, it can often prove difficult to find the right number of governors who are available, impartial and completely untainted by the circumstances of the hearing. By collaborating under a joint panel, each governing board can utilise the considerable experience of governors at each school to ensure that any hearing is conducted by an experienced and effective panel and without bias.

**The Panels Committee is expected to work within the following terms of reference:**

**Aim: To share good practice and jointly discharge the governing boards functions for hearing staff grievances, parental complaints and pupil discipline issues**

<b>Operational</b>	<ul style="list-style-type: none"> <li>● To elect a chair on a yearly basis (which will rotate between representatives of both schools upon each election) or as appropriate</li> <li>● To appoint a clerk (this could rotate between the clerk of each GB) or as appropriate</li> <li>● To meet as circumstances dictate</li> <li>● To audit individual and collective development needs and promote appropriate training</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● 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</li> <li>● To make any decisions under the Governing Board's personnel procedures e.g. disciplinary, grievance, capability, unless delegated to the Headteacher</li> <li>● To make any determination or decision under the Governing Board's Complaints Procedure for Parents</li> <li>● To consider any appeals against a decision to dismiss a member of staff or a decision short of dismissal e.g. disciplinary, grievance or capability</li> <li>● To make any determinations on behalf of the Governing Board in relation to staff redundancy and redundancy appeals</li> </ul>

	<ul style="list-style-type: none"> <li>• To consider any representations by parents in the case of an exclusion</li> <li>• To consider the appropriateness of any permanent exclusion or fixed term exclusion which totals 15 days or more in one term or where a pupil is denied the chance to take a public examination</li> </ul> <p><b>NB Any governor who has participated on a panel for a staffing decision, cannot sit on the appeal panel</b></p>
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<b>Membership of the Panels Committee shall consist of:</b>			
All eligible governors from each board.			
Members should be suitably experienced, and/or be willing to attend appropriate training and be available to attend panel hearings within the relevant notice.			
<b>Agreed by the Governing Board of Shirwell Primary School</b>			
<b>Agreed by the Governing Board of Swimbridge CofE Primary School</b>	<b>05</b>	<b>10</b>	<b>2020</b>
<b>Agreed by the Governing Board of West Berry Federation</b>	<b>10</b>	<b>09</b>	<b>2020</b>
<b>Agreed by the Governing Board of West Exmoor Federation</b>			
<b>Clerk - to be appointed from any of the panel members as appropriate at the time of hearing</b>			
<b>Chair - to be appointed from any of the panel members as appropriate at the time of hearing</b>			
<b>Review Date (annually)</b>	<b>30</b>	<b>09</b>	<b>2019</b>