

AYLSHAM LEARNING FEDERATION

EXECUTIVE HEADTEACHER'S PERFORMANCE REVIEW GROUP

Terms of Reference

The governing board (the GB) has delegated authority to this panel to make firm decisions on matters within this agreed terms of reference and on any other matters the GB may delegate at other times.

Membership

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

Membership shall be 2 governors.

Disqualification

The Executive Headteacher, Heads of School and any other governors who are staff members are disqualified from membership of this group. Associate Members of the GB may not be members of this group.

Terms of Reference

1. To arrange to meet with the External Adviser to discuss the Executive Headteacher's performance targets
2. To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
3. To monitor through the year, the performance of the Executive Headteacher against the targets
4. To meet with the Executive Headteacher on a regular basis to monitor the performance of teaching staff
5. To make recommendations to the Executive Review Group in respect of pay awards for staff (including the Executive Headteacher) where evidence shows that their corresponding individual targets have been met
6. Any other matter the GB may delegate from time to time.

AYLSHAM LEARNING FEDERATION

HEARINGS COMMITTEE

Terms of Reference

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within this agreed terms of reference and on any other matters the GB may delegate at other times.

Membership

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

Membership shall be 3 governors.

Disqualification

The Executive Headteacher, Heads of School and any governors who are members of the Appeals Committee. Associate Members of the GB may not be members of this committee.

Any governor who has prior knowledge of any matter that comes to this committee.

Terms of Reference

1. To make any determination to dismiss any member of staff (unless delegated to the Executive Headteacher)
2. To make any decisions under the GB's personnel procedures eg disciplinary, grievance, capability where the Executive Headteacher is the subject of the action
3. To make any decisions relating to any member of staff other than the Executive Headteacher under the GB's personnel procedures (unless delegated to the Executive Headteacher)
4. To make any determination or decision under the GB's Complaints Procedure for parents and others
5. To make any determination or decision under the GB's Curriculum Complaints Procedure in respect of National Curriculum disapplications and the operation of the GB's Charging Policy
6. Any other matter the GB may delegate from time to time.

AYLSHAM LEARNING FEDERATION

APPEALS COMMITTEE

Terms of Reference

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within this agreed terms of reference and on any other matters the GB may delegate at other times.

Membership

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

Membership shall be 3 governors.

Disqualification

The Executive Headteacher, Heads of School and any governors who are members of the Hearings Committee. Associate Members of the GB may not be members of this committee.

Any governor who has prior knowledge of any matter that comes to this committee.

Terms of Reference

1. To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee
2. To consider any appeal against a decision short of dismissal under the GB's personnel procedures eg disciplinary, grievance, capability
3. To consider any appeal against selection for redundancy
4. Any other matter the GB may delegate from time to time

AYLSHAM LEARNING FEDERATION

PUPIL DISCIPLINE COMMITTEE

Terms of Reference

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within this agreed terms of reference and on any other matters the GB may delegate at other times.

Membership

The GB shall determine and review annually at the last full meeting of the academic year, the establishment, terms of reference, constitution and membership of the committee.

Membership shall be 3 governors.

The GB will nominate a pool of governors from which 3 will serve as the Pupil Discipline Committee to consider particular exclusions.

Disqualification

The Executive Headteacher, Heads of School and Associate Members of the GB may not be members of this committee.

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 that hearing.

Terms of Reference

1. To consider representations from parents in the case of exclusions of 5 days or less (Committee may not reinstate)
2. To consider representations from parents in the case of exclusions totalling more than 5 but less than 15 school days in one term (meeting to be held within 50 days after receiving notice of the exclusion)
3. To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - a. The exclusion is permanent
 - b. Is a fixed period of exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term or it would result in a pupil missing a public examination or national curriculum test
4. To ensure that the guidance contained in the "Exclusion from maintained schools, academies and pupil referral units in England" 2012 document (or any subsequent guidance that may be issued) is practised in the federation with specific reference to the role assigned to the GB.