

## GOVERNING BODY OF GILLOTT'S SCHOOL

### PANELS/SUB-COMMITTEES 2024-25

The governing body has a statutory requirement to convene a number of panels/sub-committees of the main governing body to deal with various issues as they arise as follows:-

- **Student Disciplinary Committee** – to hear representations and appeals from parents against suspensions/exclusions and formally to confirm some suspensions/exclusions including all permanent exclusions,
- **Staff Disciplinary and Grievance Committee** – to decide disciplinary action against members of staff where not delegated to the Headteacher, to hear appeals against disciplinary action, and to determine staff grievances which have not been resolved by informal procedures. This committee may also be required to hear cases referred to it under the later stages of the Capability Policy and Managing Sickness Absence Policy,
- **Complaints Panel** – to hear formally and determine complaints against the school when the informal procedure or mediation have failed to resolve the issue.

In the past we have convened each panel or committee on an ad-hoc basis. This has, however, caused some administrative problems as we have had to obtain the formal consent of the governing body to each individual panel after it has been formed.

At its meeting on 30<sup>th</sup>. November 2010 the governing body therefore decided formally to assign a pool of governors to each committee/panel, from whom an individual panel/committee will be selected as follows:-

1. Each panel/committee consists of three members of the governing body, with the exception of the Complaints Panel for which one of the three panel members will be independent of the management and running of the school. It is important that the panel/committee is independent and impartial and that it is seen to be so. No governor may therefore sit on the panel if they have had a prior involvement in the matter to be determined or in the circumstances surrounding it. Any personal relationship with individuals involved would also be a bar to a governor sitting on a panel/committee;
2. The panel/committee will be selected from the pool by the Clerk to the Committee after consultation with the Chair of Governors, or, if the Chair of Governors has a direct interest in the matter to be determined, the Vice Chair of Governors;

3. The Chair of the panel/committee will be appointed by the Chair of Governors, or, if he has a direct interest in the matter to be determined, by the Vice Chair of Governors;
4. Only governors who are members of the panel/ committee may vote. Where necessary, the appointed Chair of the committee may have a second or casting vote.

The Headteacher cannot be a member of the Student Disciplinary Committee. Further, given the requirement that a panel/committee should not just be impartial but should be seen to be so, the involvement of Staff Governors will inevitably be limited should they be included in a pool.

### **Appointment of Pools**

For maximum flexibility to deal with any given situation we propose to appoint the largest possible pool for each committee/panel. Inclusion in a pool will in no way prejudice the right of any governor to decline a request from the Clerk to take part in any committee or panel.

At the meeting on 30<sup>th</sup>. November 2010, the governing body decided that all eligible governors will be included in the pool for each committee/panel.

N. I. Walden,  
Chair of Governors.

The Governing Body reviewed these arrangements on 3<sup>rd</sup> December 2024 and confirmed that they will apply for the year 2024/25.

Emma Hunt  
Chair of Governors