



**RISEDALE**  
SCHOOL

A family of learners

## **MISSION STATEMENT:**

The Risedale family is committed to a positive future for all through a personalised learning journey.

## **AIMS:**

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape curriculum to discover, explore and build aspiration

# **COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

## **Governing Body and Committee Structure**

### **1.0 Purpose of Structure**

- a) To ensure that the Governing Body has a strategic overview of the school and meets all of its statutory duties
- b) To allow for school-specific business to be fully considered
- c) To minimise travel to and from meetings.

### **2.0 Format**

- a) The Governing Body will normally meet nine times in each academic year – three times in the autumn term, three in the spring and three in the summer term.
- b) There will be an established Pay Review Committee:
  - The Pay Review Committee focus is on setting and ensuring the effective operation of the Pay Policy.
  - Other Committees (Staff Discipline, Staff Discipline Appeals, Pupil Discipline and Complaints) will be established as necessary and will be given full delegated authority in respect of the matters detailed in their Terms of Reference.

### **3.0 Committees**

#### **Staff Discipline Committee**

Note: The Headteacher and the Corporate Director – Children and Young People's Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice.

- a) Membership – 3 governors as available; excluding the Headteacher, staff governors and Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
  - To consider matters relating to staff discipline
  - To determine whether an employee should cease to work at the school
  - Should the need arise, and in consultation with staff, to draft and review policies for redundancy and other terminations for approval by the Governing Body and to establish the criteria for selection
  - To apply the agreed criteria in the selection of staff for redundancy or other terminations.

#### **Staff Discipline Appeals Committee**

Note: (The Headteacher and the Corporate Director – Children and Young People's Service (or a representative) (in the case of potential dismissals) have a right to attend the meeting and offer advice.

- a) Membership – 3 governors as available but excluding any governor who had been involved previously in matters to be determined by the Staff Discipline Committee, the Head Teacher, staff governors and the Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
  - To hear appeals against initial decisions of the Staff Discipline Committee or the Headteacher about matters relating to the discipline of staff, dismissal of staff, other terminations or staff redundancy in accordance with the adopted policies and procedures
  - To uphold or dismiss an appeal.

### **Pupil Discipline Committee**

- a) Membership – 3 governors as available but excluding the Headteacher and staff governors. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
 

For any suspension, either fixed term of more than five days, or ten lunchtimes in any one term, or permanent exclusion, or where suspension/exclusion would result in the loss of an opportunity to take any public examination:

  - To consider the actions of the Headteacher in suspending/excluding a pupil
  - To consider representations made by parents and the LA
  - To determine whether the pupil should be re-instated immediately, re-instated by a particular date or not re-instated
  - In the case of a fixed term suspension which would result in the pupil being suspended from the school for a total of 5 days or less in any one term, to consider representations made by the parent(s).

### **Complaints Committee**

- a) Membership - 3 governors as available, excluding the Headteacher, staff governors and the Chair. Chair of the Committee to be appointed by this Committee.
- b) Meetings – as necessary
- c) Quorum – 3 governors
- d) Terms of reference:
  - To determine an appeal of any formal complaint made pursuant to the school's formal complaints procedure
  - To consider and review the school's formal complaints procedure.

### **Pay Review Committee**

- a) Membership – 3 governors (excluding staff governors) appointed at the first meeting in the autumn term of the Governing Body. Chair of the Committee to be appointed by this Committee.
- b) Meetings – The Pay Review Committee will meet twice in the autumn term, more frequently if necessary.
- c) Quorum – 3 governors
- d) Terms of reference:
  - To prepare, adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions
  - To achieve the aims/objectives of the school's Pay Policy in an open and transparent manner
  - To review the performance of the Senior Leadership Team and all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document, and implement any matters arising there from
  - To take account of the annual and long-term salary budgets when taking decisions on pay

- To determine the salary of each staff taking account of any recommendations made by the Headteacher/performance management reviewer, in accordance with the Pay Policy
- To observe all contractual and statutory obligations
- To conduct the Headteacher's annual appraisal
- To quality assure the staff appraisal process
- To keep abreast of any developments that may affect the Pay Policy and to make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff
- To work with the Headteacher to ensure that the Governing Body complies with appraisal regulations 2012 (teachers)
- Minute clearly giving reasons for all decisions. All records to be kept secure and confidential. Minutes are not circulated to the Full Governing Body to protect the appeal procedure
- Decisions on pay to be communicated, in writing, to each individual by the Headteacher on behalf of the committee. In the case of the Headteacher, the Chair of the Governing Body will communicate, in writing, to the Headteacher, any decision affecting pay
- Facilitate an appeals process if any staff member challenges a decision of the Pay Committee.

Adopted by Governing Body on 1 October 2025