**COMMITTEE FRAMEWORK DOCUMENT**

**AQUEDUCT PRIMARY SCHOOL**

**APPEALS COMMITTEE**

1. **Terms of Reference**

The committee's responsibilities in relation to Appeals are set out in schedule 6

2. **Membership**

The membership of the committee will be:

Chair (Ieuan Moreton) and any two other governors.

Where matters under Schedule No 6 are considered the membership will consist of any three members of the committee, who are not otherwise ineligible. It may be extended to include the head teacher as an additional ex officio member if appropriate.

3. **Appointment**

Except for any ex officio members ,the Chair will be appointed annually at the autumn term meeting of the governing body.

Unless the governing body has decided otherwise, the committee will elect its own chair annually.

The committee will appoint the clerk to the committee who cannot be the headteacher.

4. **Reserves**

The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership.

5. **Quorum**

The quorum for any meeting of the committee shall be three.

6. **Meetings**

The committee will meet as and when necessary to fulfil its responsibilities.

Meetings of the committee will be convened by the clerk to the committee and seven days notice will be given with an explanation of the purpose of the meeting. The chair of the committee may agree shorter notice as necessary on occasions.

7. **Proceedings**

The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.

Minutes shall be kept of each meeting which shall be presented to the next meeting of the committee for approval and signature by the chair of the committee. These minutes shall be kept in the committee's minute book. A copy of the minutes will be submitted to the next meeting of the governing body.

8. **Review**

The committee will meet in the (summer\*) term each year to review its: establishment, constitution, membership and terms of reference. It will report its recommendations to the (autumn\*) term meeting of the governing body to assist the governing body in carrying out its statutorily required annual review of committees.

Reviewed 8.1.15