GOVERNING BOARD OF SHIPSTON HIGH SCHOOL

GRIEVANCE COMMITTEE TERMS OF REFERENCE

Purpose: To hear staff grievances and to dismiss the Headteacher if warranted

Membership: The committee will be composed of a panel of 3, where at all possible of at least one Governor from each of the categories which form the whole governing body i.e. The DfES nominee, parents, teachers and co-opted/community Governors.

Members of the panel are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

Quorum: Three governors, none of whom must be an employee of the school. Associate members are not eligible to be on the committee.

Meetings: The committee will be convened as required by the Clerk. Minutes of the committee's meetings will record decisions made, actions to be taken and/or recommendations for consideration and will be shared with the full board on Governor Hub. A chair will be elected for the purposes of the meeting

Responsibilities: The Committee has delegated powers to carry out the following specific tasks:

1. To dismiss the Headteacher
2. To hear staff grievances

Approved by the full board: Sept 2026	**Date of next review date: Sept 2027**