

**THE WOODLANDS ACADEMY**  
**STAFF DISMISSAL COMMITTEE**

**Membership:**

Three governors (or more)

Notes:

1. The Headteacher has a right to attend the meeting and offer advice.

**Quorum:**

Three governors

**Terms of Reference:**

1. To consider matters relating to staff discipline
2. To determine whether an employee should cease to work at the school
3. 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 criteria for election
4. To apply the agreed criteria in the selection of staff for redundancy or other terminations.

**THE WOODLANDS ACADEMY**  
**PUPIL DISCIPLINE COMMITTEE**

**Membership:**

Three or five governors

Notes:

1. The Headteacher shall not be a member of the committee

**Quorum:**

Three governors

**Terms of Reference:**

- (a) For any exclusion, either a fixed period of more than 5 days or ten lunchtimes in any one term or permanent or where an exclusion would result in the loss of an opportunity to take any public examination:
  1. To consider the actions of the Headteacher in excluding the pupil
  2. To consider representations made by parents.
  3. To determine whether the pupils should be re-instated immediately; re-instated by a particular date or not re-instated.
- (b) In the case of a fixed-period exclusion which would result in the pupil being excluded from the school for a total of 5 days or less in any one term to consider representations made by a parent.

**THE WOODLANDS ACADEMY**  
**GENERAL COMPLAINTS COMMITTEE**

**Membership:**

Not less than 3 Governors, (not including the Headteacher, staff governors or associate members) plus an independent.

**Quorum:**

Three governors plus an independent.

**Terms of Reference:**

1. To consider appeal in respect of any formal complaint made pursuant to the academy's formal complaints procedure including full delegated authority to:
  - Dismiss the appeal in whole or in part
  - Uphold the appeal in whole or in part
  - Decide on the appropriate action to be taken to resolve the complaint;
  - Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur
2. To review the schools' formal complaints procedure and make recommendations to the governing body.