



Terms of Reference for PCLC HR Appeals Committee 2025-2026

Purpose

To consider any appeals against decisions by the CEO/Principal/Executive Headteacher/Headteacher/Staff Disciplinary/Dismissal Committee regarding staff discipline.

Membership

The HR Appeals Committee shall consist of at least three eligible trustees. Every trustee other than the CEO or other staff trustee is eligible for membership.

Anyone with prior involvement in the matter may not be involved in making decisions at any appeal hearing.

The HR Appeals Committee may have an advisor at all meetings. The advisor is not eligible to vote.

Quorum

Three trustees.

Meetings

The HR Appeals Committee shall meet on an as required basis.

Chair

The HR Appeals Committee shall agree a chair for each meeting.

Clerking

The clerk to the HR Appeals Committee must be a person who is not a member, trustee or local governor of the school(s) or PCLC CEO/Principal/Executive Headteacher/Headteacher.

Decisions

Any decisions shall be made by a simple majority.

Procedure

The employee(s) may appeal in writing to the chair of trustees within five working days of receiving the original written decision.

The appeal hearings shall be in private and minuted.

The employee(s) shall be given at least five working days' notice in writing of the appeal hearing.

The employee(s) shall be entitled to attend the appeal hearing, to be accompanied by a work colleague or representative if they wish, to call witnesses in their defence where appropriate and to question any witness bringing evidence against them.

All relevant papers must be circulated, by all parties, in advance of the appeal hearing.

The HR Appeals Committee shall consider its decision in private except for the presence of the clerk and the HR Appeals Committee's advisor. Private deliberations shall not be minuted.

The HR Appeals Committee may:

- accept the appeal and remove the penalty imposed;
- accept the appeal and impose a lesser penalty;
- reject the appeal and confirm the penalty imposed or, exceptionally, increase the penalty.

Where possible the decision of the HR Appeals Committee shall be communicated verbally at the end of the appeal hearing. In any case the decision shall normally be confirmed in writing to the employee within 5 working days of the hearing.

The HR Appeal Committee's decision will be final, notwithstanding the employee's right in law.

For further information, please refer to the PCLC Discipline & Dismissal Procedure

This document has been approved by the trustees at their meeting on **20th October 2025** and comes into effect on this date. It will be reviewed annually thereafter in each academic year and may be subject to amendment by them.