



## Terms of reference for the Appeals Committee of South Essex Academy Trust (SEAT)

(to be read in conjunction with relevant trust policies)

### Quorum

- Three directors.

### Membership

- Any director (with the exception of any director employed by the trust)
- Directors / trustees from other local trusts

### Chair

- The chair of the committee will be appointed by the panel at the meeting.

### Meetings

- The appeals committee will meet as required.
- Confidential minutes will be taken by the clerk.

### Committee tasks and duties

- Make any determination on appeal after a decision by the Board of Director's Hearing Committee under the trust personnel policies and procedures.
- Make a determination on an appeals in relation to pay reviews following the appraisal process.