



**SOUTH ESSEX
ACADEMY TRUST**

> collaboration > challenge
> perseverance > innovation

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

(to be read in conjunction with relevant trust policies)

Quorum

Three trustees.

Membership

- Any trustee (with the exception of any trustee employed by the trust)
- 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 Trustee'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.