



Terms of reference for the Hearings 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 hearings committee will meet as required.
- Confidential minutes will be taken by the clerk.

Committee tasks and duties

- Make any decisions relating to any member of staff under the trust personnel policies and procedures.
- Make any decisions required under the trust complaints policy.