

SOUTH DARLEY C.E.
PRIMARY SCHOOL



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EMBRACE CHALLENGE!

SOUTH DARLEY C of E PRIMARY SCHOOL

GOVERNING BODY TERMS OF REFERENCE – APPEALS AND COMPLAINTS

Person/Committee responsible for reviewing/updating this plan	Full Governing Body
Policy Number	PN252
Date First Issued	21.09.15
Date of Next Review	Term 1 2022

Date of Review	Governors Meeting Reference Number	Approved by name	Comments
21.09.2015	FGM21092015.6.4	A Jordan	
26.09.2016	FGB26092016.7.4	A Jordan	
25.09.17	FGB25092017.8.5	K Dean	
01.10.18	FGB01102018.8.5	K Dean	
18.11.19	FGB181119.9.4	K Dean	
12.10.20	FGB12102020.10.4	K Dean	
11.10.21	FGB11102021.11.4.4	K Dean	

APPEALS AND COMPLAINTS COMMITTEE

Composition

The committee membership will be reviewed by the Governing Body at the beginning of each academic year and a Chair appointed at the first meeting. The Governing Body may remove the Chair of the committee from office at any time.

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Meetings shall be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Head shall be given at least seven days' clear notice of the committee meeting.

The composition of the committee when hearing appeals should comprise of:

- i. No less than 3 members of the Governing Body who are not disqualified by being members of staff or by having an interest requiring them to withdraw.
- ii. The Headteacher who may attend to give advice but may not vote.

The composition of the committee when hearing complaints should comprise of no members who were involved in the original decision which is the subject of appeal or who are in some way involved in the case itself.

The Headteacher may exercise his/her right to attend to give advice, but may not vote.

Quorum

The quorum for a meeting of the committee shall not be less than three members of the committee.

Terms of Reference

1. To hear any appeal in respect of a decision taken by the staff disciplinary committee.
2. To consider and to make any initial decisions about matters relating to the dismissal of staff or staff grievances, in accordance with the Local Authority procedures.
3. To consider any complaint appeal and
 - i. Dismiss the complaint in whole or part
 - ii. Uphold the complaint in whole or part
 - iii. Decide on the appropriate action to be taken to resolve the complaint
 - iv. Recommend changes to the school's system or procedures to ensure that problems of a similar nature do not recur.