



## Terms of Reference – Complaints Panel

<b>Name of Committee</b>	<b>Governors' Complaints Panel</b>
<b>Membership/ Quorum</b>	Normally 3 named non-staff members of the governing body (to be drawn from the whole governing body and asked in turn). The nominated governors will need to be able to confirm that they are not tainted in respect of the case under determination.
<b>Delegated Power</b>	To review complaints under stage 4 of the complaints policy, having already been addressed by the Executive Headteacher and chair of governors.
<b>Purpose</b>	To ensure all parties feel their concerns have been listened to in an open minded and non-judgemental forum. Governor's powers are limited and in some circumstances, it may not be possible for the original outcome to be reconsidered, only reviewed.  The chair should consider whether legal or other advice should be sought from HCC.
<b>Chair</b>	The members must appoint a member of the committee to chair proceedings. The chair must be a member of the governing body and cannot be the Executive Headteacher or a member of staff employed to work at the school.
<b>Meetings</b>	As required under the complaints policy.
<b>Reporting</b>	The panel will write to the complainant having decided the course of action. The minutes of the meeting containing a summary of the case are available to the complainant and the subject of the complaint on request. Signed copies of the minutes should be held with the GB's confidential paperwork.
<b>Rights of attendance</b>	Complainants have the right to be accompanied by a partner and/or a friend or representative as a supporter. The Headteacher and chair of governors have the right to be accompanied by a member of staff as a supporter.
<b>Clerk/ minutes</b>	The governing body or chair of the committee should appoint a clerk to take notes of the proceedings. The clerk cannot be a member of the governing body, or the Executive Headteacher or a member of the committee.  The clerk to the committee shall keep notes of the proceedings of the hearing. Once the notes have been agreed they will be signed by the chair of the committee at the earliest possible opportunity and retained on file in the usual way. These notes are confidential and excluded from the usual rules concerning publication of governing body proceedings as they relate to a named member of the school's staff.
<b>Approved at FGB</b>	10/09/2018  Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified
<b>Date of Next Review</b>	September 2019