

## **CHILDREN AND LEARNING / COMMUNITY LINKS COMPLAINTS COMMITTEE**

(Reviewed September 2016)

### **Composition**

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. It is suggested that two reserves should also be selected for appointment to the appeal committee should any members be unavailable because of illness, unavailability or prior involvement.

### **Quorum**

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

### **Terms of Reference**

To consider any complaint appeal and:

1. Dismiss the complaint in whole or part
2. Uphold the complaint in whole or part
3. Decide on the appropriate action to be taken to resolve the complaint
4. Recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not recur

### **Delegated Functions Overview**

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

### **Appointment of Chair and Clerk**

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

### **Minutes**

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.

### **Convening Meetings**

To consider any complaint appeal.

Date of next review – September 2017

Chairman ..... Date .....