**Rainow Primary School**

***Caring, Learning, Achieving.***

**TERMS OF REFERENCE FOR**

**THECOMPLAINTS COMMITTEE**

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| Date agreed: | *Autumn 2023* |
| Review date: | *Autumn 2024* |
| Chair of committee: | Non-employee to be elected by the committee |
| Clerk: | *To be provided by the LA School Governance & Liaison Team* |
| Quorum: | *At least three governors who are members of the committee, of which at least two are not employed by the school.*  |
| Meetings: | Ad Hoc |

**Purpose and Objective of Committee:**

To consider and determine an appeal of complaints in accordance with the schools agreed Complaints Policy and Procedure.

**Membership:**

At least three eligible governors, (other than the Headteacher and staff governor/s), in accordance with the legislative / statutory requirements.

Any governor with prior knowledge of the incident should not serve at the hearing and is thereby disqualified from membership. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member).

The Chair of Governors may approach the LA for assistance in forming a committee of independent panel members.