



COMPLAINTS COMMITTEE TERMS OF REFERENCE

BRICKHILL PRIMARY SCHOOL

JANUARY 2018

COMPLAINTS COMMITTEE TERMS OF REFERENCE

1. The Complaints Committee will be convened when required. It will consist of three governors appointed by the Governing Body. Every governor (other than the Headteacher and Chair of the Governing Body) is eligible for membership. Governors with detailed knowledge of a case should not sit on the Committee when that case is being considered.
2. The quorum shall be the three Governors as appointed.
3. The committee shall agree a Chair at each meeting from the three Governors appointed.
4. The committee will follow the procedures for reviewing a complaint as laid out in the Schools Complaints Policy. The Committee will also communicate the process and outcome of the hearing to concerned parties.

Policy reviewed and updated : signed