**ALLEGATIONS, COMPLAINTS AND APPEALS PANEL**

**TERMS OF REFERENCE**

**Overall Purpose**  
  
To consider all allegations, complaints and appeals from staff, parents and members of our school community in accordance with the relevant Allegations, Complaints and Appeals policies and procedures of the Governing Board acting on behalf of the school.  
  
1. To consider any allegation, complaint and appeal and:

2. Dismiss the allegation or complaint or appeal in whole or part

3. Uphold the allegation, complaint or appeal in whole or part

4. Decide on the appropriate action to be taken to resolve the allegation, complaint or

appeal.

5. Recommend changes to the school’s systems or procedures to ensure that problems of a similar nature do not recur

**Membership and Composition**

A minimum of 3 Governors will deal with a particular complaint. Panel members must be impartial and have no prior involvement with the complaint or circumstances surrounding it.  
  
Excluded from being a member of the allegations, complaints and appeals panel are:  
  
1.    All staff at the school (including the Headteacher)  
  
2.    All members of the Panel responsible for considering staff discipline cases to be

excluded.

3.    Governors with detailed knowledge of the case.

4.    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.  
  
It is suggested that two reserves should also be selected for appointment to the appeal panel should any members be unavailable because of illness, unavailability or prior involvement.

**Chair**  
  
The Chair of the Panel may be appointed by the full Governing Board, or elected by the panel, as determined by the Governing Board. The Governing Board may seek guidance from the Local Authority or other appropriate agencies if the Allegation, Complaints or Appeals Policies processes cannot be followed for any reason.  
  
**Quorum**

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

**Clerking**  
  
A clerk, who is not a member of staff, must be appointed to minute a meeting when considering the allegation, complaint or appeal.

The Headteacher is prevented by legislation from taking this role. A governor may act as clerk, but should not be a member of the panel unless the nominated clerk is unable to attend.