

THE POCHIN SCHOOL
COMPLAINTS COMMITTEE
TERMS OF REFERENCE

MEMBERSHIP

- 3 governors including vice-chair, but excluding Chair of Governors and the Headteacher

QUORUM

- 3 governors

MEETINGS

- As required.

CHAIR

- There will be a Chair for these meetings agreed by the membership

MINUTES

- A governor from the committee must be nominated to take minutes of meetings

STANDING ORDERS

- This committee is a decision making body
- Matters of a confidential nature must not be reported to the governing body

FUNCTIONS

- Hear and adjudicate on complaints from parents of children in the school in accordance with the school's Complaints Policy
- Make recommendations to the governing body on changes to school procedures arising from a parental complaint
- Report to the governing body that the committee has met, no details of the meeting are to be given to the governing body

DECLARATION OF INTERESTS

- Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting

The full governing body agreed these terms of reference on.....

Signature:.....

Renewal Date:.....