

**OAK GREEN SCHOOL  
COMPLAINTS PANEL  
TERMS OF REFERENCE 2025-26**

| No | Subject Area                      | Action  | Frequency   | Report by:                                 | When                    |
|----|-----------------------------------|---|-------------|--|-------------------------|
|    | <b>CONSTITUTION</b>               | <p><b>MEMBERSHIP</b> – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee. Where there are insufficient governors without prior involvement in or knowledge of the complaint, the Governing Board should consider appointing an independent governor(s) from another Governing Board (<i>a formal collaboration agreement is not required</i>).</p> <p><b>QUORUM</b> – at least THREE governors.</p> <p><b>GOVERNANCE PROFESSIONAL</b> – cannot be the Headteacher. It is best practice to appoint an independent Governance Professional.</p> <p><b>VOTING RIGHTS</b> – restricted to committee members. Associate Members can be given voting rights by the Governing Board. Chair to have the casting vote.</p> <p><b>CHAIR</b> – to be elected by the Committee or Whole Governing Board. It is not recommended that a member of staff sit on or chair this committee.</p> |             |  |                         |
| 1. | <b>Panel</b>                      | The panel will be convened, when attempts to resolve a complaint have been unsuccessful, in accordance with the school’s Complaints Procedure.  | As required | Brief verbal summary by Chair of Committee | Next full Board Meeting |
| 2. | <b>Policies / Recommendations</b> | In the light of any lessons learned, policies and practices will be reviewed and recommendations for amendment made to the Governing Board as appropriate.  |             | Chair of Committee                         | Next full Board Meeting |
| 3. | <b>Minutes</b>                    | Minutes will be taken at the meeting. These will be forwarded to the complainant. These will be retained <i>by the school</i> , in line with documentation retention guidance, for 6 years following conclusion of the complaint’s procedure  |             |  |                         |

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|----|-----------------------------|--|-----------|------------|------|
| 4. | <b>Meeting Arrangements</b> | In exceptional circumstances the panel may meet remotely, via videoconference or telephone, subject to agreement by all parties. |           |            |      |

**NB:** Revisions since previous version are *italicised and underlined*.