



'Learn, Endeavour, Aspire, Respect, Nurture'

Oxspring Primary School
Governing Board Committees
Terms of Reference

BARRING COMMITTEE

1. Membership

The membership of the Committee will be drawn from all Governors, which will not include the Head Teacher. The meeting will be minuted by an experienced clerk.

2. Quorum

The quorum shall be three Governors.

3. Meetings

Will be held as required.

4. Function

The Committee shall meet to consider the Head Teacher's decision to bar a parent from the school.

5. Reporting

The minutes shall be presented to the next termly Board meeting.

6. Review

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

TERMS OF REFERENCE - BARRING

- To consider representations from a parent/carer who has had their licence to enter school premises suspended.
- To determine whether or not the parent/carer should continue to be barred from the school premises
- To determine the period of time for a barring, where the committee upheld the head teacher's decision.

To include the above and below on the school's website:

COMPLAINTS APPEAL COMMITTEE

1. **Membership**

The membership of the Committee will be drawn from all Governors, which will not include the Head Teacher. The meeting will be minuted by an experienced clerk.

2. **Quorum**

The quorum shall be three Governors.

3. **Meetings**

Will be held as required.

4. **Function**

The Committee shall meet to investigate a complaint at Stage 3 of the complaints policy.

5. **Reporting**

The minutes shall be presented to the next termly Board meeting.

6. **Review**

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

TERMS OF REFERENCE - COMPLAINTS

- To dismiss the complaint in whole or in part
- To uphold the complaint in whole or in part
- To decide on the appropriate action to be taken to resolve the complaint
- To recommend changes to the school's systems or procedures to ensure that problems of a similar nature do not re-occur