



**WOODFORD COUNTY HIGH SCHOOL  
GOVERNORS' GRIEVANCE COMMITTEE  
TERMS OF REFERENCE**

**Statutory Committee:** 6 Governors (minimum)  
(Membership 2019-2020: Vac/PW/JB)

**Meetings:** As that Chair may call

**Named Clerk:** Karen Mount

1. The sub-committee will hear grievances of members of staff under Formal Stage 3 of the Governing Board's grievance procedures. Three named governors (Vacancy, Mrs Patsy Whiteside and Mrs Jackie Beaumont) will hear any appeal by the Head teacher.
2. The sub-committee will hear a case of disciplinary action against the Head teacher.
3. This sub-committee will also hear parental complaints in the formal stage.
4. The quorum for this committee is three governors (and at least two named reserves are recommended). Appeals are heard by the sub-committee, minus any members disqualified by their previous involvement.
5. All decisions must be reported to the full Governing Board and minuted formally.
6. The Grievance Sub-Committee must have a named Clerk.
7. The Clerk can be a governor but cannot be the Head teacher.

**Agreed by Strategic Planning Sub-Committee:** 16<sup>th</sup> September 2019

**Received at Governing Board meeting:** 8<sup>th</sup> October 2019

**Next Review Date:** Autumn 2020