



Shavington Academy

Complaints Policy & Procedure

Introduction

Shavington Academy endeavours to provide the best education possible for all of its pupils in an open and transparent environment. Our overall aim is to 'prepare our learners for a changing world'. In setting out to achieve this, the trust board, governing body and senior leadership team endeavour to provide the best teachers, facilities and learning resources possible. We recognise that there will always be areas where we can improve. We therefore welcome any feedback that we receive from parents/ carers and pupils and we accept that not all of this will be positive. We will make mistakes and recognise the need to learn from them. Where concerns/complaints are raised the academy intends for these to be dealt with as quickly and as openly as possible. All comments will be investigated fairly and without prejudice.

In order to do so, Trustees at Shavington Academy have approved the following procedure which complies with the Education (Independent School Standards) Regulations 2014 (part 7) which explains what you should do if you have any concerns about the academy in relation to your child. All members of staff will be familiar with the procedure and will be able to assist you.

The scope of this policy

Sometimes, when concerns are more specific, there are alternative and more appropriate policies for dealing with them. The following list details specific topics of complaints, and the correct policy to refer to. You can access these policies on the academy website or ask for a copy from the main academy reception.

- Pupil admissions; please see the academy's admissions policy
- Pupil exclusions; please see the academy's behaviour policy.
- Safeguarding concerns; please see the academy's Safeguarding procedures.
- Assessments of EHC plans; SEND policy
- Staff complaints; Staff grievance, Dignity at work, capability or disciplinary; these are all employment related issues and are dealt with under the relevant HR policy which can be obtained from the Business Manager. Staff complaints are not covered by this complaints procedure.
- Anonymous complaints – please refer to the Whistleblowing policy.
- Complaint about a service provided by a third party - the third party's complaints procedure should be followed

- Subject Access Requests and Freedom of Information Requests – please see the school’s Data Protection Policy.

Accountability

Shavington Academy trustees ensure that they have appropriate arrangements for recording complaints and the way in which they are resolved. Further, they regularly (at least annually), monitor the nature and level of complaints, so as to best ensure the effectiveness of the procedure, and consider any underlying issues the academy may need to address, including whether specific actions identified as outcomes of complaints have been addressed.

Who can make a complaint?

This complaints procedure is not limited to parents or carers of children that are registered at the school. Any person, including members of the public, may make a complaint to Shavington Academy about any provision of facilities or services that we provide. Unless complaints are dealt with under separate statutory procedures (such as appeals relating to exclusions or admissions), we will use this complaints procedure.

The difference between a concern and a complaint

A concern may be defined as ‘an expression of worry or doubt over an issue considered to be important for which reassurances are sought’.

A complaint may be defined as ‘an expression of dissatisfaction however made, about actions taken or a lack of action’.

It is in everyone’s interest that concerns and complaints are resolved at the earliest possible stage. Many issues can be resolved informally, without the need to use the formal stages of the complaints procedure. Shavington Academy takes concerns seriously and will make every effort to resolve the matter as quickly as possible.

If you have difficulty discussing a concern with a particular member of staff, we will respect your views. In these cases, will refer you to another staff member. The member of staff may be more senior but does not have to be. The ability to consider the concern objectively and impartially is more important.

We understand however, that there are occasions when people would like to raise their concerns formally. In this case, Shavington Academy will attempt to resolve the issue internally, through the stages outlined within this complaints procedure.

Raising concerns

The majority of concerns can be dealt with without resorting to the formal complaints procedure. Where you have a concern about any aspect of the academy or your child's education or wellbeing, this can usually be raised in the first instance with your child's subject teacher or tutor. Ideally, they will be able to address your concerns on the spot, or can arrange a meeting with you to discuss the issue. Often, where concerns or worries are dealt with in the first instance in this way, it is possible to prevent them from becoming complaints.

All concerns will be dealt with confidentially, although the staff member may need to take notes if they feel that the matter may need to be taken further or it may arise again in the future. Any such notes will be kept in accordance with the principles of the Data Protection Act 2018. However, such notes could be used to as evidence if further investigation was required, or if the concern became a formal complaint.

Safeguarding

The safety and wellbeing of our pupils is of paramount importance to us. Wherever a complaint indicates that a child's wellbeing or safety is at risk, the academy is under a duty to report this immediately to the local authority. The academy has in place a separate set of structures and procedures to support pupils where safeguarding issues are considered to be present. Any action taken will be in accordance with the academy's safeguarding policy details of which are available on the academy's website.

Media/ Social Media

In order for complaints to be resolved as quickly and fairly as possible, Shavington Academy requests that complainants do not discuss complaints publicly, for example via social media such as Facebook and Twitter. Complaints will be dealt with confidentially for those involved, and we expect complainants to observe confidentiality also.

Complaints that result in staff capability or disciplinary

If at any formal stage of the complaint it is determined that staff disciplinary or capability proceedings may be necessary, the details of this action will remain confidential to the headteacher and/or the individual's line manager. If the academy takes disciplinary or capability action directly because of the complaint, the complainant is entitled to be informed that action is being taken. They are not entitled to participate in the proceedings or receive any

detail about them in their role as the person who made the complaint. These issues will be dealt with under the relevant HR policy copies of which may be requested.

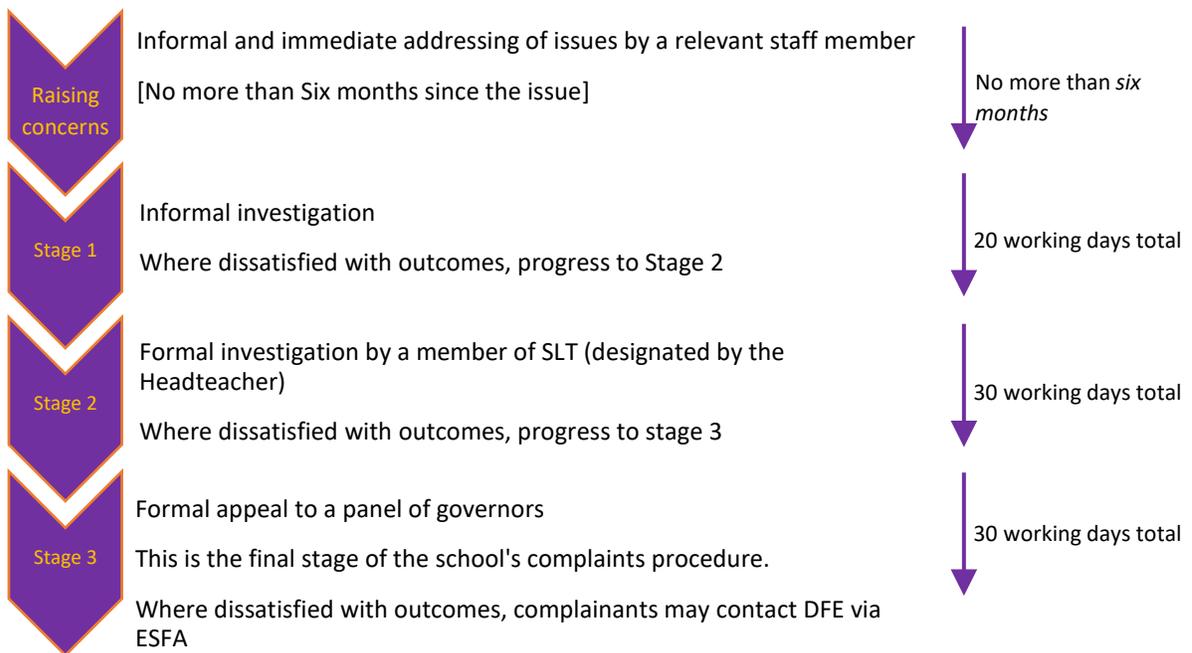
Timeframes

Shavington Academy will endeavour to abide by timeframes stated under each stage but please note that in some circumstances, this is not always possible due to the complexity of information needed to review a complaint or difficulties regarding individual's' availability to deal with the complaint. If it becomes apparent that it is not possible to complete any stage of the complaints procedure within a given timeframe, the academy will contact the complainant as soon as possible and come to an agreed timeframe that works for all parties involved.

Shavington Academy reserves the right not to investigate complaints that have been made SIX MONTHS after the subject of the complaint took place, except in exceptional circumstances. What is meant by exceptional circumstances is where new evidence has come to light, where the complaint is of an especially serious matter or where there is reasonable justification for why the complainant has been unable to raise the complaint before this time. The Headteacher will review the situation and decide whether or not to enact the complaints procedure, informing the Chair of Governors/Chair of Trustees of the decision.

We will consider complaints made outside of term time to have been received on the first school day after the holiday period.

Timeline



Who should I approach?

Shavington Academy is committed to investigating and responding to all complaints and comments about all aspects of the academy's activities. In order to make the system as easy to navigate as possible, the first point of contact for anyone wishing to make a complaint beyond raising a concern should be submitted to the Clerk to the Governors, who can be contacted via the school main telephone number or using the email address lberry@shavington.academy. They will direct the complainant to the relevant member of the academy.

Global Pandemic

Shavington Academy will respond to all new and existing complaints in line with our existing policy, unless our area is under tier 3 restrictions or if our school is closed due to localised cases of COVID-19.

Shavington Academy will follow the 4 steps listed below in a pandemic situation.

1. Assess whether you can safely hold a face-to-face meeting

Ask your headteacher if it's safe to have an in-person hearing, based on:

- Your whole-school risk assessment
- The needs of the participants, for example if they're clinically extremely vulnerable or clinically vulnerable
- Latest public health guidance for schools

If their answer is yes, follow your usual procedures. If no, continue to step 2.

2. Decide if you can offer a remote meeting instead

Your board will need to find out if all participants:

- Would be able to contribute if the hearing/complaint was held remotely – some parents may find it difficult, for example if they have a disability or if they have English as an additional language
- Have access to a device, such as a laptop, tablet or smart phone – or, if not, access to a telephone
- Have reliable internet connection or phone signal

You should take reasonable steps to enable participants to access or use the necessary technology.

Offer the option to the complainant

Explain that they don't have to accept, and that in this case you'll need to delay the hearing. You shouldn't delay any longer than is 'reasonably necessary' because of coronavirus.

3. Prepare so your meeting runs smoothly

To help the hearing run smoothly, the clerk will:

Send out clear guidance on how it will run, including:

- How participants will join the meeting
- How participants should indicate they wish to speak
- How participants should use any 'chat' functions
- Whether there will be any breaks in proceedings
- How participants can access advocacy services during the meeting
- Distribute the relevant papers
- Let participants know they can contact you if they have questions beforehand
- Write the agenda for the chair
- Consider holding a pre-meeting with attendees to check they're able to use the technology and it's working

If, once the meeting starts, you can't go ahead with it fairly (for example, if a participant can't get access), you'll need adjourn the meeting and rearrange.

Complaints about the headteacher or the trustees/governors

Where a complaint regards the Headteacher, the complainant should first directly approach the individual concerned in an attempt to resolve the issue informally. If the complainant is not satisfied with this outcome they should notify the Clerk to the Governors. The Stage 2 process will then commence, but with the Chair of Governors or their nominated representative as the individual responsible for the investigation rather than the Headteacher.

Where a complaint regards a governor, the Chair of Governors should be contacted via the Clerk to the Governors. Where a complaint regards a trustee, the Chair of Trustees should be contacted via the Clerk to the Trustees. Where a complaint concerns the Chair of Governors, the complainant should contact the Clerk to the Governors. Informal resolution will be sought, but where this fails, the complaints procedure at Stage 3 will take immediate effect. Where a complaint concerns the Chair of Trustees, the complainant should contact the Clerk to the Trustees. Informal resolution will be sought, but where this fails, the complaints procedure at

Stage 3 will take immediate effect. The Vice Chairs ~~Members~~ will oversee any proceedings and they may choose to appoint an independent governor/trustee from within the trust board/governing body of this or another academy/school to undertake the investigation.

Withdrawal of a complaint

If a complainant wants to withdraw their complaint, we will ask them to confirm this in writing.

Stages of the Complaint

Stage 1 – Informal investigation

Where, as a result of raising a concern, the individual still feels that the issue has not been addressed, or where the outcome has been that the issue needs further investigation than can be resolved briefly, they may progress by making an informal complaint. To do so the complainant should contact the Headteacher providing an overview of the complaint including information about; who has been involved, why they believe that the complaint remains unresolved, action they would like to be taken to put things right.

The Headteacher will respond within 5 working days (excluding those which fall in the school holidays) of having received the written complaint. They will explain what action they intend to take.

Where possible, the Headteacher will offer to meet the complainant to discuss the issues. Where the complaint is about a member of staff or a member of the governing body/trust board, consideration will be given to arranging an informal mediation meeting between the two parties to see if a resolution can be come to.

A written confirmation of the outcome of the investigation will be provided within 15 working days (excluding those which fall in the school holidays) of having sent confirmation of the intended action. Where the complainant is not satisfied with the outcome, they are able to progress to stage 2 of the complaints process, and initiate a formal written Complaint.

NB At this stage of the complaints process the total time elapsed from the academy receiving the written, informal complaint should be no longer than 20 working days in total.

A record of the complaint and the outcomes will be held centrally by the Clerk to the Governing Body/trust board for twelve months, in line with the principles of the Data Protection Act 2018. These will be kept confidentially except where the Secretary of State or a body conducting an inspection under section 109 of the 2008 Act requests access to them.

Stage 2 – formal investigation by or on behalf of the Headteacher

The complainant may submit a formal written complaint to the Headteacher. They should detail why they remain dissatisfied with the outcome of the complaint or any aspects of the way it has been handled that they are not happy with. The Headteacher will respond in writing within 10 working days (excluding those that fall in the school holidays) of the date of receipt of the complaint to acknowledge receipt of the complaint and explain what action will be taken, giving clear timeframes.

The Headteacher will consider all relevant evidence; this may include but is not limited to:

- a statement from the complainant;
- where relevant, a statement from an individual who is the subject of the Complaint;
- any previous correspondence regarding the complaint;
- any supporting documents;
- interviews with anyone related to the complaint.

The Headteacher may decide to meet with the complainant (and, where relevant, the subject of the complaint) if they feel that it would be appropriate for the investigation. After considering the available evidence, the options can be to:

- Wholly uphold the complaint and direct that certain action be taken to resolve it.
- Reject the complaint and provide the complainant with the reasons for this decision.
- Uphold the complaint in part: in other words, it may be found one aspect of the complaint to be valid, but not another aspect.
- They may direct for certain action to be taken to resolve the aspect that they find in favour of the complainant.

The Headteacher must inform the complainant of their decision in writing within 20 working days (excluding those that fall in the school holidays) of having issued written acknowledgement of the receipt of the complaint. They must explain clearly why they have come to the decision they have made. They must detail any agreed actions as a result of the complaint. Finally, they must provide the complainant with details of how to progress the complaint to stage three if they are not satisfied, providing them with the contact details of the Clerk to Governors/Trustees.

NB At this stage of the complaints process the total time elapsed from the academy receiving the written, formal second stage complaint and the issuing of a written outcome should be no longer than 20 working days in total.

Stage 3 – Appeal to the Trustee/Governing Body Panel

This is the final stage of the Academy's internal complaints procedure. If the complainant wishes to appeal a decision by the Headteacher at Stage 2 of the procedure, or they are not satisfied with the actions that have been taken in relation to the complaint, the complainant is able to appeal this decision. This stage is also relevant if the complaint is against the Chair of Governors/Trustees. They must write to the Clerk of Governors/Trustees as soon as possible after receiving notice of the Headteacher's decision, outlining the content of the complaint, the reason that they remain dissatisfied and the specific issues that they wish the Board to consider. The complainant must request an appeal panel within 4 weeks of receiving the Headteacher's decision or it will not be considered, except for in exceptional circumstances.

The clerk will fulfil the role of organising the time and date of the appeal hearing, inviting all the attendees, collating all the relevant documentation and distributing this 5 days in advance of the meeting, recording the proceedings in the form of minutes, and circulating these and the outcome of the meeting.

On receipt of this written notification, the clerk will write to the complainant within five working days (not including the school holidays) to confirm receipt of the appeal request and detail further action to be taken. The clerk will convene a panel of at least two governors/trustees from within the academy's levels of governance and ONE governor/trustee from another school or academy that is independent of the management and leadership of Shavington Academy. Independent refers to the governor/trustee having no management or leadership role within Shavington Academy. All panel members will have had no prior involvement in this complaint. One of the panel members, ideally one of the two internal governors/trustees, will chair the process.

The appeal hearing should take place within 20 working days (excluding those which fall in the school holidays) of receipt of the date of the confirmation letter from the clerk to the complainant, confirming the appeal. Arranging an appeal panel can take some time due to the complexity involved in coordinating availability. The Clerk will keep all parties informed of progress.

In addition to the panel, the following parties may be invited, where applicable:

- the complainant.
- the staff member who dealt with the complaint at Stage 2.
- where the complaint regards a member of staff, the staff member who is the subject of the complaint.

- The Headteacher.
1. It will be for the panel members via the Panel Chair to decide who will be invited in order for them to be able to judge the merits of the case. They will be supported by the Clerk to the Board who will take no part in the decision making of the panel but will ensure that they have access to whatever support and advice they need to help them to complete the process in a fair and reasonable manner.
 2. The complainant is also able to bring a companion with them to the hearing if they wish.
 3. Where the subject of the complaint is a member of staff, that staff member is also able to be accompanied by a companion.
 4. In both cases the companion will be a friend or a colleague. Neither party is able to bring legal or trade union representation with them but this may be permitted in exceptional circumstances.
 5. If the attendance of any pupils is required at the hearing, parental permission will be sought if they are under the age of 18. Extra care will be taken to consider the vulnerability of children where they are present at a complaints hearing.
 6. The panel can make the following decisions:
 - Dismiss the complaint in whole or in part.
 - Uphold the complaint in whole or in part.
 - Decide on the appropriate action to be taken to resolve the complaint.
 - Recommend changes to the academy's systems or procedures to ensure that problems of a similar nature do not recur.
 7. All parties who attended the meeting will be informed in writing of the outcome of the appeal within 5 working days (excluding those which fall in the school holidays). These outcomes will also be made available for inspection on academy premises.

This is the final stage at which the academy will consider the complaint. The academy will not consider the complaint beyond this point. If the complainant remains dissatisfied and wishes to take the complaint further, please see the contact details at the end of the document. Appendix A provides a more detailed guide to conducting a stage 3 panel hearing.

Unreasonable complaints

Where a complainant raises an issue that has already been dealt with via the academy's complaints procedure, and that procedure has been exhausted, the academy will not reinvestigate the complaint except in exceptional circumstances, for example where new evidence has come to light.

If a complainant persists in raising the same issue, the Headteacher will write to them explaining that the matter has been dealt with fully in line with the academy complaints procedure, and therefore the case is now closed. The complainant will be provided with the contact details of the Department for Education via the ESFA if they wish to take the matter further.

Unreasonable complaints include the following scenarios:

- The complainant refuses to co-operate with the academy's relevant procedures.
- The complainant changes the basis of the complaint, as the complaint progresses, without there being any new or different information available to support this change.
- The complainant seeks an unrealistic outcome
- Excessive demands are made on the time of staff and academy governors/trustees and it is clearly intended to aggravate.
- The complainant acts in a way that is abusive or offensive.

The Headteacher will use their discretion to choose not to investigate these complaints. Where they decide to take this course of action, they must inform the Chair of Governors/Chair of Trustees that they have done so, explaining the nature of the complaint and why they have chosen not to investigate. If the Chair deems it appropriate, they can redirect the Headteacher to investigate the complaint. The full complaints procedure will commence from stage one on this direction.

If the Chair upholds the Headteacher's decision not to look into the complaint and the complainant deems this decision to be so unreasonable that no other reasonable academy or authority in the same position would have made that decision, then the complainant may write to the Department for Education via the ESFA. (Please see the contact details below)

Complainants dissatisfied after stage 3 of the complaints procedure

If the complainant believes the academy did not handle their complaint in accordance with the published complaints procedure or they acted unlawfully or unreasonably in the exercise of their duties under education law, they can contact the ESFA after they have completed Stage 3.

The ESFA will not normally reinvestigate the substance of complaints or overturn any decisions made by Shavington Academy. They will consider whether Shavington Academy has adhered to education legislation and any statutory policies connected with the complaint and whether they have followed Part 7 of the Education (Independent School Standards) Regulations 2014.

The complainant can refer their complaint to the ESFA online at:

www.education.gov.uk/contactus, by telephone on: 0370 000 2288 or by writing to:

Academy Complaints and Customer Insight Unit
Education and Skills Funding Agency
Cheylesmore House
5 Quinton Road
Coventry
CV1 2WT

Further help

The Cheshire East Information, Advice & Support Service(CEIAS) helps parents/carers whose children have difficulties with learning, medical needs or mental health problems, from 0 to 25. The service is confidential and offers impartial advice and information to enable parents and carers to make decisions about their child's education. This includes supporting parents with complaints to schools.

Contact details for the service are 03001235166 and the Service can be contacted at:

CEIAS, Floor 4, c/o Municipal Buildings, Earle Street, Crewe, Cheshire CW1 2BJ

<p>This procedure covers all complaints other than those that are dealt with under other statutory procedures, including those listed below. As noted below, academy employees may not use this procedure to raise concerns relating to their employment. Exceptions</p>	<p>Who to contact</p>
<ul style="list-style-type: none"> • Admissions to schools • Statutory assessments of Special Educational Needs • School re-organisation proposals 	<p>Concerns about admissions, statutory assessments of Special Educational Needs, or school re-organisation proposals should be raised with Cheshire East Borough Council, School Admissions and Organisation 0300 123 5012 http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx</p>
<ul style="list-style-type: none"> • Matters likely to require a Child Protection Investigation 	<p>Complaints about child protection matters are handled under our child protection and safeguarding policy and in accordance with relevant statutory guidance. The Cheshire East Consultation Service (ChECS) https://www.cheshireeast.gov.uk/livewell/care-and-support-for-children/are-you-concerned-about-a-child/cheshire-east-consultation-service-cheecs/cheecs.aspx Phone ChECS on 0300 123 5012 (option 3) Callers will be directed to the appropriate team and relevant personnel more quickly via a range of automated options.</p>
	<p>If you need to contact someone out of hours and you believe it to be an emergency that can't wait, please call our Emergency Duty Team on 0300 123 5022.</p>

<ul style="list-style-type: none"> Exclusion of children from school* 	<p>Further information about raising concerns about exclusion can be found at: www.gov.uk/school-disciplineexclusions/exclusions.</p> <p><i>*complaints about the application of the behaviour policy can be made through this procedure.</i></p>
<ul style="list-style-type: none"> Whistleblowing 	<p>We have an internal whistleblowing procedure for all our employees, including temporary staff and contractors. The Secretary of State for Education is the prescribed person for matters relating to education for whistleblowers in education who do not want to raise matters direct with their employer. Referrals can be made at: www.education.gov.uk/contactus. Volunteer staff who have concerns about our academy should complain through the academy's complaints procedure. You may also be able to complain direct to the LA or the DfE via ESFA (see link above), depending on the substance of your complaint.</p>
<ul style="list-style-type: none"> Staff Complaints 	<p>Complaints from staff will be dealt with under the academy's internal grievance procedures via the relevant HR policy. Staff complaints are not covered by this complaints procedure.</p>
<ul style="list-style-type: none"> Subject Access Requests and Freedom of Information Requests 	<p>Schools Data Protection Policy</p>
<ul style="list-style-type: none"> Staff conduct 	<p>Complaints about staff will be dealt with under the academy's internal disciplinary procedures, if appropriate. Complainants will not be informed of any disciplinary action taken against a staff member as a result of a complaint.</p>

Appendix B Complaint Form Please complete and return to Clerk to Governors who will acknowledge receipt and explain what action will be taken.

Your name:
Pupil's name (if relevant):
Your relationship to the pupil (if relevant):
Address: Postcode: Day time telephone number: Evening telephone number: Email address:

What actions do you feel might resolve the problem at this stage?

Are you attaching any paperwork? If so, please give details.

Signature:

Date:

Official use

Date acknowledgement sent:

By who:

Complaint referred to:

The date of the meeting should be agreed with all parties and witnesses and all relevant documentation must be circulated to all parties at least five working days in advance of the meeting. Where, after significant efforts have been made to set a date that is acceptable to all parties, it has not been possible to establish a suitable date, then the panel Chair may set a date that is the best fit possible. It should be noted, that establishing a date agreeable to all parties may well take some time. The meeting will be minuted by the Clerk to the Governing Body.

Panel of Governors/Trustees

The appeal will be considered by a panel made up of at least two governors/trustees from the Shavington Academy Governing Body who has not previously been involved in the complaint process. One panel member will be a governor/trustee from a different school/academy who is independent of the leadership and management of Shavington Academy. The Chair of the Governing Body will be responsible for ensuring an appropriate panel is in place and that one of the members is selected to chair the process. This information will be made known to all parties in advance. All the panel and any staff involved in a complaint procedure will have suitable training.

Support to the panel

The panel will be supported by Business Manager who will not play any part in the decision making of the panel but will advise on the running of the process in line with the procedure that has been set out. They will source any help, advice or legal opinion that the panel feel is necessary at any point. They will ensure that each stage of the process is followed and that the various timescales are understood and adhered to wherever possible.

At any stage, the panel Chair may if they deem it necessary and important at that point to do so, adjourn the hearing whilst specialist advice is sought on their behalf or if they believe further investigation is needed at that point.

The panel Chair may choose to have a specialist advisor present during the proceedings.

Attendance at the panel hearing

The complainant, Headteacher and Chair of Governors will be invited to attend the panel meeting.

1. The complainant and a companion should they wish to bring one, will be invited to attend the hearing. The complainant (or his/her companion) will outline their complaint and the grounds of their appeal. They may be asked questions by the panel members and/or the Headteacher. The complainant may call any person in support of

their complaint who will attend the meeting only for the time that they are providing information and may be questioned by the complainant and the panel members.

2. The Headteacher will be asked to attend the meeting and will explain their involvement in the complaint and the reasons for their decisions at the informal (first stage) and formal (second stage) of the process. They may be questioned by the complainant and/or the panel members. The Headteacher may call any witnesses in support of their statement who will attend the meeting only for the time that they are providing information and may be questioned by the Headteacher and panel members.

3. The Chair of Governors will be asked to attend the meeting and will explain their involvement and the reasons for their decisions. They may be questioned by the complainant and/or the panel members. The Chair of Governors may call any witnesses in support of their statement who will attend the meeting only for the time that they are providing information and may be questioned the Chair of Governors and panel members.

Decision making

The complainant, Headteacher, Chair of Governors and any witnesses called will leave the meeting and the panel members will consider the information that has been put to them. Only the panel members will be involved in the decision making. The panel may access any support or advice that they feel necessary, for example legal advice, to assist them in establishing and communicating their conclusions.

The panel must reach a unanimous or majority decision as to whether or not to uphold the appeal wholly or in part, and what action (if any) the academy needs to take to resolve the complaint. Normally the governors/trustees will reach a decision at this point but they may feel the need to take further advice. Where this is the case they should endeavour to reach a decision as soon as possible.

The panel will communicate their response to both parties in writing as soon as possible but, in any case, within five working days of reaching their decision. The panel's response should detail whether the complaint is upheld wholly, in part or dismissed and briefly summarise the basis on which governors/trustees arrived at this conclusion. The response should also include any lessons learnt and specify any action to be taken by the academy as a result of the complaint and within what timescales. Where the complaint is against a governor or a member of academy staff, the panel may, if they believe it necessary to refer an issue back for investigation under a different formal process.

The panel's decision will be final and there is no provision for further appeal within the academy.

Signed: ___S.Pyra_____ **(Chair of Trustees)**

Signed: ___E.Casewell_____ **(Headteacher)**

Dated: **21.03.2022**

Review Date: **Spring 2023**