



Re-founded 1555

Ripon Grammar School

Engineering Specialism within a Grammar School



PROCEDURE FOR GOVERNORS' APPEAL HEARINGS

Introduction

This procedure applies to all appeals against decisions for which the governing body is directly responsible. This includes

- appeals arising from complaints to the school
- compassionate appeals requesting special consideration from the governing body

No appeal will be accepted until all other school procedures have been exhausted.

All appeal requests must be made in writing to the Clerk to the Governors, c/o Ripon Grammar School.

Before the hearing

The Clerk to the Governors, or other school officer, will handle all the administrative arrangements.

The appellant will be asked to set out, in writing, the reasons for the appeal.

Similarly the school will be asked to set out, in writing, the reasons for its decisions on the issue, and any actions taken which led to the appeal request.

Both submissions will be made available to the appellant, the school, and the panel before the appeal hearing.

The Clerk will arrange for the hearing to take place at the earliest mutually convenient date. All submissions will be sent to the parties at least 3 working (school) days before the hearing.

At the hearing

The appellant will be expected to attend and may be accompanied by a friend or relative. Legal representation is not allowed.

The school will be represented by the Headmaster and/or one of the Deputy Headteachers.

The hearing will be clerked by the Clerk to the Governors or an alternative school officer.

No members of the panel will have had any previous involvement with the case.

No governor who is a member of the school's staff (whether an elected staff governor or otherwise) may be member of the panel.

Procedure

The appeal hearing will be as informal as possible commensurate with the fact that it is part of a formal procedure. The style will not be confrontational or adversarial but will be a genuine attempt to allow the appellant and the school to present their sides on the issue. It is recognised that for many appellants it might be the only appeal they have ever engaged in so the Chair will need to put them at ease throughout the hearing.

- The Chair of the Appeal Panel will welcome the appellant and the representative(s) of the school.
- The Chair will check that all parties have received and read all previously distributed submissions.
- The Chair will ask whether there is any late additional material. If there is the hearing should be suspended for an appropriate amount of time to give all parties time to read and understand the additional material.
- The Chair will then invite the appellant to present her/his case

- The school may ask questions
- The panel may ask questions
- The Chair will then invite the school to present its case
- The appellant may ask questions
- The panel may ask questions
- The school will then sum up its case without adding anything new
- The appellant will then sum up her/his case without adding anything new
- The appellant and the school will then leave the hearing.

The panel will then deliberate to reach a decision which, if a vote is needed, will be determined by a simple majority. Any independent member will have the same voting rights as the governor members of the panel. If the voting is tied the Chair will have the casting vote.

In reaching their decision the panel will decide whether to

- Uphold the appeal, in which case the panel will direct the school to undertake a course of action
- or**
- Not uphold the appeal, though the panel may still advise action to be taken to address the cause of the complaint.

The panel may, separately, make recommendations to the school on any aspects arising from the appeal which, in the opinion of the panel, will lead to better future practice.

Following the hearing

The appellant and the school will be informed of the panel's decision within 48 hours of the hearing.

Draft notes of the meeting will be circulated first to the Panel for comment and then to the appellant and the school for comments on accuracy within 20 working (school) days of the date of the hearing. The Chair will consider any proposed amendments and sign off the notes as a complete and accurate record.

A copy of the approved notes will be sent to the appellant and to the school.

The Clerk to the Governors will keep a copy of all submissions, a copy of the approved notes of the meeting, including the judgement, and copies of all correspondence arising from the meeting.

The full governing body will be informed that an appeal has taken place but no details of the case will be reported.

If the appeal is not upheld the appellant has the right to pursue their request by contacting the Local Authority or the Department for Education. There is no further right of appeal to the governing body.