



Staff Grievance Policy and Procedure

1. Statement of Intent

Cirencester Kingshill School works to develop good professional relationships between colleagues; however, we understand that sometimes conflicts may arise. Through maintaining open communication, we want our employees to feel able to raise any grievances so that appropriate and effective solutions can be put in place.

This policy should be used for work-related issues such as concerns over working environments or a colleague's behaviour. Grievances relating to discrimination are also covered within this policy.

By implementing and following the procedures in this policy, the school aims to:

- Provide a platform for grievances to be processed and handled fairly and consistently.
- Constructively resolve grievances in a way that avoids damaging professional relationships.
- Enable any employee to have their grievances heard and addressed.
- Encourage a harmonious working environment.

2. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Employment Act 2002
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- ACAS (2015) 'Code of practice on disciplinary and grievance procedures'

3. Linked Policies and Key Documents

This policy operates in conjunction with the following school policies:

- Conduct (Disciplinary) Policy and Procedure
- Capability Procedure
- Staff Code of Conduct
- Staff Charter
- Data Protection Policy
- Whistleblowing Policy
- Pay Policy

4. Roles and Responsibilities

It is important that the employee considering action under the Grievance Procedure is aware of their roles and responsibilities of others. The employee must be clear about what their grievance is and be prepared to state this in a hearing.

The Board of Trustees is responsible for:

- Ensuring the effectiveness of this policy by monitoring and reviewing it annually.
- Ensuring that all members of staff read and understand the provisions in this policy.
- Assuming the Headteacher's responsibilities, where a grievance is in relation to the Headteacher.

- Determining the outcome of a grievance appeal.
- Ensuring no member of staff is discriminated against, in accordance with the Equality Act 2010.
- Handling any incidents of malicious grievance reporting.
- Handling any disciplinary actions following a grievance being raised.

The Chair of Trustees is responsible for:

- Assuming the role of grievance and Investigation Officer in the event that the grievance is against the Headteacher, or appointing a suitable representative to fulfil this role.

The Governance Professional is responsible for:

- Forming an appeal panel, where necessary.

The Headteacher is responsible for:

- The day-to-day implementation of this policy.
- Handling any grievances that are brought to their attention.
- Overseeing any grievances raised by employees.
- Acting as the Grievance Officer, unless the grievance concerns them, or assigning the role to another suitable member of the school's SLT.
- Assessing information during grievance meetings and investigations, and assisting the Investigation Officer in determining the best course of action.
- Writing and delivering grievance outcome letters.

Line Managers are responsible for:

- Monitoring the working environments of colleagues to identify any conflicts.
- Promoting positive working environments.
- Managing the informal stages of the grievance procedure.
- Working with the Investigation Officer and Headteacher to investigate any grievances within their department.

The Grievance Officer is typically the Headteacher; however, another suitable member of the school's leadership team may fulfil the role. The Grievance Officer is responsible for:

- Resolving employees' formal grievances promptly.
- Assisting with the grievance investigation.
- Presenting information at grievance meetings and during any appeal hearings.
- Making any reasonable adjustments to ensure employees are able to attend meetings.
- Remaining unbiased and listening to all sides of the grievance to uncover the truth.
- Appointing an impartial investigation officer.
- Being a witness at appeal hearings.
- Determining what the grievance outcome will be – unless the grievance goes to an appeal, in which case the governing board is responsible.
- Where the Grievance Officer is not the Headteacher and the grievance does not involve the Headteacher, working with the Hheadteacher and keeping them informed of developments, as appropriate.

The Investigation Officer is responsible for:

- Investigating the facts of a grievance, as directed by the Grievance Officer, and Headteacher where applicable.
- Providing evidence at grievance meetings.
- Standing as a witness during any appeal hearings.

Employees are responsible for:

- Raising grievances without unreasonable delay.
- Submitting formal grievances in writing to the grievance officer within **four months**, using the **employee grievance form**.
- Ensuring any grievances that they raise are truthful and fair.

The roles of the Line Manager, Headteacher, Grievance Officer, Trustees and Investigation Officer are to listen to the grievance impartially and be as fair to the employee as possible in the resolution of the problem.

Those responsible for dealing with employees' grievances will treat them seriously and attempt to resolve them as quickly as possible in line with the policy. There should be no attempt to block an employee's wish to raise the grievance at a higher level.

The role of the school's personnel advisor at any stage of a grievance will be to give advice on the procedure to all parties and be present at the hearing to ensure good practice is adhered to.

5. Purpose and Scope

This procedure, applies to all staff and is designed to help staff, the Headteacher and Trustee resolve individual grievances in an atmosphere of trust and confidentiality. In the context of this procedure a Line Manager may be a Head of Faculty, Assistant Head, Deputy Head, Acting Headteacher, the Headteacher and professional support staff Line Managers.

If, on investigation by the Line Manager, it is considered that matters should be dealt with under the school's Conduct or Capability Procedures, those procedures take precedence and this procedure will not be used. Where two or more colleagues have identical grievances and want to raise the matter together under the same grievance procedure then the matter will be dealt with as a collective grievance. Colleagues raising a collective grievance must agree (without any pressure being exerted on employees to join the collective process) to engage in one process. Participating colleagues will only be entitled to one meeting at stages 1 and 2 of the procedure and one appeal, if applicable. If all colleagues do not voluntarily agree to this arrangement, or if the grievances are not identical, then the grievances will be dealt with on an individual basis

Where an employee raises a grievance during any existing process or procedure, that process may be temporarily suspended in order to deal with the grievance. However, where the grievance and the existing process are related, it may be appropriate to deal with both issues concurrently. Management will have discretion to decide which option is appropriate, in all circumstances

6. Types of Grievance

Issues that may cause a grievance include (this is not an exhaustive list):

- Terms of employment other than pay, i.e. duties, responsibilities, work volume
- Health and Safety
- Work relations
- Application or non-application of policies
- Organisational changes such as new working practices
- Working environment and conditions
- Discrimination
- Harassment
- Bullying
- Victimisation

The procedure should not be used for issues concerning salary grade, pay, tax, National Insurance or pension. This procedure may not be used to complain about dismissal or disciplinary action. **A list of other specific circumstances when this procedure will not be used is given in Appendix 3.**

7. Objectives

- a) To foster good relationships between school management, staff, and Trustees by discouraging the harbouring of grievances.
- b) To settle grievances as near as possible to their point of origin.
- c) To ensure that management resolves grievances as earnestly and as fairly as possible, taking care to respect the school's equal opportunities policies and codes of practice.

8. Employee's Rights

At all stages the aggrieved employee will have the right to be accompanied and/or represented by a trade union/professional association representative or workplace colleague.

The trade union/professional association representative or workplace colleague should be allowed to address the hearing to put and sum up the worker's case, respond on behalf of the worker to any views expressed at the meeting and confer with the worker during the hearing. The trade union/professional association representative or workplace colleague does not, however, have the right to answer questions on the worker's behalf, or address the hearing if the worker does not wish it, or prevent the employer from explaining their case. The trade union/professional association representative or workplace colleague must not pose a conflict of interest to the grievance being raised or prevent the employee from explaining their case.

Witnesses may be called. Any written information provided for the benefit of the person or the Panel hearing the grievance should be made available to all the parties at least 5 school working days before the hearing.

9. The Procedure

Initial grievances will be raised within **three months** of the incident that lead to the grievance. If employees wish to raise a grievance outside of this timeframe, additional supporting information may be required, e.g. why it took so long to raise the grievance. If employees wish to submit grievances straight to the formal stage, they must submit the grievances to the Headteacher.

(a) Informal Stage

The purpose of the informal stage is to resolve the issue in an open, honest and positive manner, to avoid formal escalation.

- i. If an employee has a grievance, which involves another member(s) of staff, s/he should first of all, if possible, endeavour to resolve the matter amicably by direct approach to the member(s) of staff involved. However, it is recognised that in some cases this may be difficult or impossible for the aggrieved party. In such circumstances s/he should proceed to step (iii).
- ii. Where there is a risk that the working relationship between the employees for which the grievance is concerned is breaking down, the Line Manager should consider whether seeking assistance from the headteacher/grievance officer is appropriate
- iii. If step (i) is inappropriate or fails to resolve the matter, or the aggrieved employee has a grievance not involving a member of staff then they should request a personal interview with their Line Manager or, if their grievance is with their Line Manager, with their Line Manager's Line Manager. Every attempt should be made to arrange for that interview to take place within 5 school working days. The Line Manager should seek to resolve the problem personally or, by mutual agreement, in consultation with other members of staff, including, if necessary, the Headteacher who may, as appropriate, consult with the Chair of Trustee, the school's personnel advisors or representatives of trade unions and/or professional associations.
- iv. The Line Manager will keep notes during the informal meeting and the employee will be provided with a copy of these immediately. At the end of the informal meeting, the Line Manager will agree what action will be taken to achieve the appropriate outcome and by when, e.g. escalation to the formal stage. The Line Manager will provide the employee with a written outcome letter within **five days** of the meeting.
- v. Where an employee has a grievance with the Headteacher, s/he should approach the Chair of Trustees and seek advice as to how to proceed. After consultation with both parties, the Chair of Trustees should consider initiating the mediation process (explained below) rather than moving immediately to the formal stage.

- vi. If the grievance has still not been resolved, or is with the Headteacher, the **mediation** process should be initiated. An impartial mediator, **agreeable to both parties**, should be sought. The mediator may be a member of the school's Senior Leadership Team (SLT) (not previously involved and senior to both parties), a Trustee from the Trustees' Staffing Committee experienced in these matters, or an external ACAS-trained mediator paid for by the school. Where an external mediator is to be employed, the school will approach its personnel advisory services. The mediator will manage the mediation process and act as an impartial facilitator. **It is not part of the mediator's role to sit in judgement or ascribe blame.** Mediation is a voluntary process and enables parties who are not seeing eye-to-eye to work through their issues and find solutions with the aim of establishing effective working relationships.

(b) Formal Stage

- i. If any grievance is not resolved informally the employee will submit details in writing to the Headteacher, the manager who has been involved and the Chair of Trustees who will arrange for it to be considered at a panel meeting of at least three Trustees not previously involved in the case. The Chair of Trustees should not normally be part of this panel.
- ii. The meeting of the Panel of Trustees should take place within 15 school working days of the Chair's receipt of the written grievance. All relevant documents must be submitted at least 5 working days in advance of the meeting. All parties involved will be allowed to attend and make representations at the meeting. By agreement of all the parties, there may be a change in the time limits. The meeting will follow the arrangements set out in Appendix 4.
- iii. The Panel, in seeking to resolve the grievance, may adjourn the meeting if it is felt further investigation is needed or defer their decision until they are satisfied they have had the opportunity to take account of all relevant factors. The decision of the Panel and the reasons for that decision will be communicated to all parties and confirmed in writing in 3 school working days.
- iv. Once all the information has been presented, the grievance officer will adjourn the meeting to make their decision. The grievance officer will consider each side of the grievance and make a decision – this will be recorded in the outcome letter. The outcomes possible following a grievance are as follows:
- The grievance is upheld in full
 - The grievance is rejected in full
 - The grievance is partially upheld, e.g. there is validity to some of the grievance
 - Mediation

A 'partially upheld' outcome will not be used as an outcome when a decision cannot be reached. Sometimes, mediation will be used as an outcome. This will involve all parties collaborating to find an acceptable outcome.

- v. The Panel will write an outcome letter within 3 working days and provide a copy of this to the employee. The letter will include information on:
- The chosen outcome.
 - The reasons for the decision.
 - Any facts that the grievance officer has ascertained in coming to their decision.
 - Any recommendations or agreed actions to take.
 - The employee's right to appeal the decision.
- vi. If it is necessary and appropriate to take disciplinary action, the grievance officer, headteacher and Board of Trustees will meet to determine what action is appropriate in line with the Disciplinary Policy and Procedure. Disciplinary action will be proportionate and may include, but not be limited to, the following actions:
- Re-training
 - Verbal warning
 - Written warning

- Suspension with pay
- Termination of employment

Gross misconduct will result in the employee's contract of employment being terminated. If an employee has already received a written warning, suspension with pay may be considered.

(c) Appeal Stage

The employee may appeal in writing to the Chair of Trustees within 10 school working days of receiving the Panel's written decision. The Chair will then arrange for the members of the Governing Body not previously involved, to hear the appeal. The hearing should take place within 15 school working days of the Chair receiving the written grievance and follow the arrangements set out in Appendix 5. The decision reached at this hearing will be final.

10. Malicious Grievances

Disciplinary action may be taken against employees making malicious grievances. Bullying, harassment or victimisation will not be tolerated.

All employees will be made aware of the school's Staff Code of Conduct and Staff Charter and act in accordance with them.

11. Monitoring and Evaluation

The Board of Trustees will monitor the outcomes and impact of this policy on an annual basis and the school's continued compliance with equalities legislation.

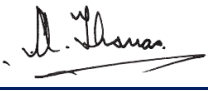
The Headteacher and Board of Trustees will review this policy on an annual basis. The next scheduled review date for this policy is November 2025.

CIRENCESTER KINGSHILL SCHOOL
Staff Grievance Policy and Procedure

Reviewed by: S Gardiner (Business Manager)

Date: September 2024

Adopted by Trustees: 17 September 2024

Signed:  _____

Date : 18 September 2024

Next Review Date: September 2025

Appendices:

GRIEVANCE PROCEDURE - APPENDIX 1 GENERAL GUIDANCE FOR THE AGGRIEVED PARTY

What is a grievance?

A grievance is a concern, a problem or a complaint you raise with the school. Issues not covered under the grievance procedure are set out in Appendix 3. The procedure is to ensure that employees are treated fairly when raising a grievance.

Is this the right procedure for you to use?

The school has a number of procedures for dealing with various issues that, in the first instance, might be raised, as a complaint.

The Headteacher (or, if that's not appropriate, the Chair of Trustees) will advise you which procedure is the most appropriate, depending upon the particular circumstances.

Your Headteacher/Chair of Trustees will explain the procedure that will be used. What that process entails and the timescales.

Unless the Headteacher/Chair of Trustees informs you there is a more appropriate procedure to use then this procedure will apply.

What should you do first?

Before the formal process starts, it is important that you try to resolve the grievance informally. If the grievance you have is with a member of staff and you feel able to, you should talk to the person with whom you have the grievance and try and get the problem sorted out.

If you feel unable to do that, or have done so but without success, or the grievance is of an issue which is not staff related, you should raise the issue with your Line Manager or, if in a union, through your trade union/professional association representative.

It is in your interest to raise the issue as soon as possible. You should have in mind what action would satisfy your grievance.

Try to approach your grievance with a view to problem-solving, rather than negatively or defensively which can be a natural first reaction. Demonstrating an open and positive approach provides the best chance of resolving a grievance informally and at an early stage.

Explore all options to resolve the issue including mediation where appropriate at the informal stage before considering a formal approach.

What is mediation?

Mediation helps people who are having difficulties at work to sort out their differences. A local mediator agreeable to both parties may be appropriate or, if the case justifies it, the school will approach its external personnel advisers for an ACAS-trained mediator. The mediator manages the mediation process and acts as an impartial facilitator. It is essential that both parties enter into the mediation process with a genuine desire to resolve the issues. If either party is just "going through the motions" then mediation will not be successful.

What if informal action does not resolve the issue?

There are two formal stages:

1. a grievance resolution meeting and
2. an appeal.

You must put your grievance in writing to your Line Manager or, if your grievance is with you Line Manager, your Line Manager's Line Manager. You must also give a copy to the Headteacher and the Chair of Trustees.

Your letter should:

- explain the problem;
- state the actions you have taken to resolve the matter informally and
- set out any further actions you believe will help to resolve the issue.

Your manager will then write to you within 5 school working days detailing the arrangements made for the grievance resolution meeting.

Who will hear the grievance?

A panel of three Trustees not previously involved in the grievance will hear it.

Can I be represented?

You are entitled to be represented by a trade union/professional association representative or a workplace colleague throughout the procedure.

The companion should be allowed to address the hearing to put and sum up your case, respond on behalf of you to any views expressed at the meeting and confer with the you during the hearing. The companion does not, however, have the right to answer questions on your behalf, address the hearing if you do not wish it or prevent the school from explaining their case.

Will I be given notice of the grievance resolution meeting?

Yes. You will receive notice at least 10 school working days before the meeting is to take place and you must make every effort to attend. If in exceptional circumstances you are unavailable, an alternative date will be set which is normally a minimum of 5 school working days from the original date.

Will there be a record of the meeting?

Yes. A letter confirming the outcome will be sent to you within 3 school working days summarising the key points of the meeting. Notes from the meeting will be sent out as soon as possible. If you are not satisfied with the outcome of the grievance resolution meeting, you have the right to appeal.

What if the matter is not resolved?

Your appeal must be in writing to the Chair of Trustees within 10 school working days of the date you receive the letter confirming the outcome of the grievance resolution meeting decision. Your letter should set out the reason(s) for the appeal and why you feel the outcome of the grievance resolution meeting was unreasonable. You should also state the actions you are seeking for the matter to be resolved.

Who will hear the appeal?

A panel of three Trustees not previously involved in the grievance will hear it. You will have the right to be represented as on the same terms as stated above.

Can the decision be changed on appeal?

Yes. The decision made at the grievance resolution meeting can be changed if the Panel considers it was unreasonable in the circumstances. However, the appeal is conducted as a review of the reasonableness of the decision made following the grievance resolution meeting. **It is not a re-hearing of the case.** You will receive the outcome of the appeal in writing within 5 working days of the appeal meeting.

The Panel's decision at appeal is final and you have no further right of appeal.

Will my grievance still be heard if I resign from the school after the procedure has started?

Yes, where possible the procedure should continue.

Can I raise the grievance after leaving the school?

There is no right to raise the grievance under this procedure after you have left the school's employment.

However, if you have a concern you wish to bring to the school's attention, you should put this in writing to the Headteacher or Chair of Trustees within one month of your leaving date. The school may consider the matter further at its discretion.

Further details can be found in "The Discipline and Grievances at Work; The Acas Guide" and the ACAS Code of Practice at:

- [Discipline and Grievances at work \(acas.org.uk\)](https://www.acas.org.uk)
- [Code of Practice on disciplinary and grievance procedures | Acas](#)

Further details about the Data Protection Act 2018 can be found at:

- [A guide to the data protection principles | ICO](#)

Further details about the Equality Act 2010 can be found at:

- [Discrimination and the Equality Act 2010 - Discrimination at work - Acas](#)

GRIEVANCE PROCEDURE - APPENDIX 2 GENERAL GUIDANCE REGARDING COLLECTIVE GRIEVANCES

If two or more employees share the same grievance this can either be dealt with:

- as a number of separate grievances or
- together as a collective grievance.

As with individual grievances, every attempt should be made to resolve a collective grievance informally. This will usually involve discussing it with a senior line manager, common to all the aggrieved parties or with the Headteacher. An ACAS-trained mediator may need to be involved (see 'What is mediation?' in the procedure and in Appendix 1) at this stage.

If it is not possible to resolve the matter informally the same process applies as for an individual grievance. There will need to be a grievance resolution meeting before a panel of Trustees and (if necessary) an appeal.

One of the aggrieved parties should be nominated to act on behalf of all the aggrieved employees. The same right to representation applies as for an individual grievance.

Involving the trade unions in a collective grievance

A group of employees with a collective grievance should preferably involve their union(s) rather than using the grievance procedure.

This would require the agreement of the relevant trade unions who will then discuss the matter with the Headteacher and/or Chair of Trustees in the first instance.

If the school agrees to deal with the matter directly with the union(s) the Grievance Procedure would cease to apply.

GRIEVANCE PROCEDURE - APPENDIX 3 EXCLUSIONS FROM GRIEVANCE PROCEDURES

This procedure will not be used if the school considers the matter can be dealt with more appropriately through other procedures.

Below is a list of specific circumstances when the Grievance Procedure **will not be used**:

- Any matters relating to your pay, grade, tax, National Insurance or pension.
- Any matters relating to your probation.
- Any matters relating to Whistleblowing.
- Your grievance concerns the substance of national or local conditions of service or an express term of the contract of employment.
- Your grievance is the same, or broadly similar, to one you have previously brought under this procedure and has been heard.
- Your grievance relates to a specific event or events which took place more than 3 months before you raised your concerns with your Line Manager, your Line Manager's Line Manager, the Headteacher or the Chair of Trustees whichever is appropriate.
- You do not comply with the time limits specified in the procedure, unless the manager has agreed to this.
- Your grievance concerns a matter that is subject to action or investigation under the school's conduct or capability procedures.
- Your grievance is the subject of a dispute between the school and the trade union(s).
- The subject of your grievance is outside the control of the school or the action you are seeking is outside the control of the school.
- Your grievance is considered to be vexatious or malicious. The Chair of Trustees may exclude your grievance from this procedure if it is considered not to have been raised in good faith.

GRIEVANCE PROCEDURE - APPENDIX 4 GRIEVANCE RESOLUTION MEETING, PROCEDURE AND GUIDANCE

A panel of 3 Trustees not previously involved in the grievance will hear the grievance.

Order of proceedings:

1. The Chair of the Panel introduces those present and explains the format and purpose of the meeting. The Panel may be assisted, in an advisory capacity, by a personnel advisor.
2. Minutes of the meeting should be taken by the Governance Professional.
3. You, or your representative (*see note 'a' below*), give the detail of your grievance and can present documentary evidence if appropriate (*see note 'd' below*). You may also call witnesses (*see note 'e' below*).
4. The Manager may ask you or your representative questions relating to the presentation of your grievance and may ask questions of any witnesses.
5. The Manager responds to your grievance and may present documentary evidence if appropriate (*see note 'd' below*). The Manager may also call witnesses (*see note 'e' below*).
6. You, or your representative, may ask questions of the Manager relating to their response to your grievance and may also ask questions of any witnesses.
7. The Panel may ask questions of the Manager and of you or your representative.
8. The Manager summarises the key points of their response to your grievance. No new information should be introduced at this stage.
9. You, or your representative, summarise the key points of your case. No new information should be introduced at this stage.
10. The meeting adjourns to allow the panel to consider their decision in private. You and your representative and the Manager leave the room. At the Panel's request the Governance Professional and personnel advisor may remain. The Panel may recall the Manager, you and your representative in order to clear points of uncertainty. All parties should be recalled even if the point of uncertainty concerns only one party.
11. Having reached its decision, the Panel reconvenes the meeting to confirm their decision and explain reasons.
12. The outcomes possible following a grievance are as follows:
 - The grievance is upheld in full
 - The grievance is rejected in full
 - The grievance is partially upheld, e.g. there is validity to some of the grievance
 - Mediation

A 'partially upheld' outcome will not be used as an outcome when a decision cannot be reached. Sometimes, mediation will be used as an outcome. This will involve all parties collaborating to find an acceptable outcome.

13. The Panel explains what action you need to take if you remain dissatisfied and wish to appeal the decision.

14. The Chair of the Panel confirms the decision in writing to all parties within 3 school working days of the date of the meeting.
15. If you decide to appeal your letter to the Chair of Trustees should set out why and in what respects you consider the decision of the grievance resolution meeting to be unreasonable.

Guidance notes:

- a) You may only be represented/supported by either your trade union representative or a work colleague.
- b) The above procedure, and the timings, may be varied by agreement of all parties.
- c) In the event of any dispute about the process to be followed, the Chair of the Panel's decision is final.
- d) If you intend to present any documents at the grievance resolution meeting you should provide copies to all those who will be in attendance at least 5 school working days in advance of the meeting.
- e) If you intend to call witnesses at the meeting (and they have agreed to attend) you should inform all those who will be in attendance at the meeting at least 5 school working days in advance.
- f) If necessary, the Chair of the Panel may adjourn the meeting to enable further information to be obtained.

GRIEVANCE PROCEDURE - APPENDIX 5 APPEAL PROCEDURE AND GUIDANCE

This procedure is to ensure there is a fair and impartial process for a panel to review the reasonableness of the decision made at the grievance resolution meeting.

The Appeal Panel comprises of 3 members of the Governing Body not previously involved in the case.

It is important to note the appeal is not a full re-hearing of the evidence. It is an independent review of the reasonableness of the previous decision, based upon information that was presented at the grievance resolution meeting.

The Appeal Panel's decision is final and there is no further right of appeal.

Order of proceedings:

1. The Chair of the Appeal Panel introduces those present and explains the purpose of the appeal and the procedure to be followed.
2. Minutes of the meeting should be taken by the Governance Professional.
3. You, or your representative (*see note 'a' below*), explain the reasons for your appeal; including why and in what respects you consider the decision of the grievance resolution meeting is unreasonable.
4. A member of the Panel who heard the grievance (Trustee) may ask you or your representative questions regarding your appeal.
5. The Trustee presents their response to your appeal.
6. You or your representative may ask questions of the Trustee.
7. The Appeal Panel may ask questions of the Trustee and of you or your representative.
8. The Trustee summarises their response to your appeal. New details should not be introduced at this stage.
9. You or your representative summarise the grounds of your appeal. New details should not be introduced at this stage.
10. The panel adjourns to consider their decision and the Trustee, you and your representative leave the room. At the panel's request the Governance Professional may remain. The panel may recall the Trustee, you and your representative in order to clear points of uncertainty. All parties should be recalled even if the point of uncertainty concerns only one party.
11. Having reached its decision the panel reconvenes the meeting to confirm their decision and explain reasons.
12. The Chair of the Appeal Panel confirms the decision in writing to all parties within 3 school working days of the date of appeal.
13. The decision is final. There is no further right of appeal.

Guidance notes:

- g) You may only be represented/supported by either your trade union representative or a work colleague.

- h) The above procedure, and the timings, may be varied by agreement of all parties.
- i) In the event of any dispute about the process to be followed, the Chair of the Appeal Panel's decision is final.
- j) If you intend to present any documents (other than those that formed part of the grievance resolution meeting and decision) you should provide copies to all those who will be in attendance at least 5 school working days in advance of the appeal hearing.
- k) If necessary, the Chair of the Appeal Panel may adjourn the appeal to enable further information to be obtained.