

STUDENT DISCIPLINE COMMITTEE

TERMS OF REFERENCE

Purpose

To review the decision of the Headteacher to exclude students in accordance with the Law - School Discipline (Pupil Exclusions and Reviews) Regulations and Statutory Guidance.

Frequency of Meetings

Meetings will be called as when required.

Membership and Quorum

The Chairman will be elected according to need at each meeting of the Committee.

A quorum for this committee shall be three Governors. A Governor from any Trust school may be appointed to the Committee appropriate to the phase of education. Membership shall not include the Headteacher.

The clerk to the committee shall be appointed by the committee.

Where the exclusion is for a Looked after Child then the Governor with responsibility for Looked After Children will be invited to attend.

Meetings

The clerk of the committee will circulate an agenda, written evidence and information including a list of who will be present at the meeting at least 5 school days before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The minutes will be made available to all parties on request. A copy of the minutes will be kept for reference on the Confidential Minutes file and retained for a period of not less than five years. A copy will be forwarded to the relevant Academy to be held on the student's file.

As matters dealt with by this committee are likely to be confidential, care must be taken that any documents are safeguarded accordingly and returned to the Clerk for safe destruction.

Terms of Reference

1. In accordance with statutory requirements to consider the actions of the Headteacher to exclude pupils from an Academy.
2. To consider representations made by parents/carers, and, if appropriate, to determine whether the Headteachers decision is to be upheld.