



## Pupil Discipline Committee

### Terms of Reference 2020/21

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#### Committee membership

Any three Trustees who are available within the required timescales.

If any committee member has a connection with the student, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down.

#### Quorum

3 members of the Committee

#### Frequency of meetings

As and when required and in accordance with statutory time limits.

#### Chairing

The Chair for any meeting will be elected by the Committee.

#### Clerking

The meeting will be clerked by the Clerk for the Trust Board. The committee may appoint an alternative Clerk if this is not possible. The Clerk will take confidential notes of the meetings.

Confidential minutes will be circulated to members of the committee within seven days. Minutes should be sent to parents when requested. A verbal report, as a confidential item, will be given at the next Trust Board meeting if and when the matter has been resolved.

#### Terms of Reference

The committee will act in accordance with statutory guidance from the Department for Education "*Exclusion from maintained schools, Academies and pupil referral units in England*" which can be found on the DFE website:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/exclusion/g00210521/statutory-guidance-regs-2012> The committee

will act in accordance with the relevant school Behaviour Policy.

#### Committee Tasks

1. To consider representations from parents in the case of exclusions of 5 days or less.
2. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term.
3. To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a student is denied the chance to take a public examination.
4. To make recommendations where necessary on the working of the Behaviour Policy
5. To consider the actual or potential implications on:
  - a) safeguarding;
  - b) special educational needs;
  - c) student achievement;
  - d) equality and diversity;
  - e) health and safety;
  - f) finance;during committee debate and decision making.

#### Permanent exclusions

It is the duty of the Discipline Committee to inform parents of a pupil who has been excluded permanently of their right to ask for the case to be considered by an Independent Review Panel.

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