



Terms of Reference for Pupil Discipline Committee

Membership

All Trustees: a quorum to consist of no fewer than three Governors with appropriate knowledge and experience, not including governors with a declared interest in the case.

Terms of Reference

1. In accordance with the DFE Statutory Guidance Improving Behaviour and Attendance: Guidance on Exclusion from maintained schools, Academies and pupil referral units in England, carry out the Governing Body's responsibilities for reviewing exclusions.
2. Consider any representations made by the parents of an excluded pupil for between 0.5 and 5 school days and ensure that a record of the Committee's review of the exclusion is placed on the pupil's school record.
3. Review at a meeting (convened within statutory time limits):
 - Fixed Period Exclusions of 6-15 school days if the parents request a meeting to review the exclusion.
 - Fixed Period Exclusions of more than 15 school days either issued in a block or accumulated within one school term.
 - All exclusions which would deny a pupil the opportunity to take a public examination or a National Curriculum test.
 - All permanent exclusions.
4. Consider the views of all the parties.
5. In accordance with the DFE Statutory Guidance referenced above, decide whether or not to uphold the exclusion(s), considering the relevant criteria.
6. Ensure all relevant minutes and decision letters are filed appropriately.
7. Prepare the statement of the Governing Body for any appeals made by a parent to the Independent Appeals Panel and represent the Governing Body at the hearing of the Independent Appeals Panel.
8. Ensure that all members of the Committee develop and maintain up to date understanding of the Statutory Guidance on Exclusions and attend appropriate training courses where necessary.

Review Date

September 2017