

# THE FEDERATION OF ARRETON & OAKFIELD

## Terms of Reference for Governors Discipline Committee

2020-2021

**Membership** – 3 governors form the governing board. (no governor tainted by the case to be included.)

**Clerk** – All meetings must have a clerk to take minutes

**Quorum** – 3 governors

**Chair** – To be agreed prior to the meeting of the committee by the committee members.

### General Terms

To carry out the Governing Boards responsibilities for reviewing exclusions:

- To consider the views of the headteacher, the LA, the parent and the pupil (if appropriate)
- To decide whether or not to uphold exclusions – in line with national and local guidance

To consider representations by parents or a pupil excluded for 1-5 school days in an aggregate term and to ensure that a note of the committee's views on the exclusion panel is placed on the pupil's record, with a copy of the Headteacher's exclusion letter.

To review at a meeting (convened within statutory time limits):

- A) exclusions of 6-15 days, if the parent makes representation and requests a review meeting (meeting to be convened within 50 school days of receiving notice of the exclusion)
- B) All fixed term exclusions of more than 15 school days in aggregate in a term (meeting to be convened within 15 school days of receiving notification of the exclusion)
- C) All exclusions which would deny a pupil the chance to take a public examination of National Curriculum test (or, if conveying a meeting before the exam date is a problem, this decision can be taken by the Chair of Governors using emergency powers.)
- D) All permanent exclusions (meeting to be convened within 15 school days of receiving notification of the exclusion)

Such reviews to include:

- Considering the case presented by the headteacher
- Considering the views of parents of the excluded pupil

- Considering the views of the LA (including such agencies as the Educational Psychology Service, the Primary Behaviour Support Team, Education Other Than At School (EOTAS), the SEN Group or the Education Welfare Service)
- Having regard to national and local guidance and the policy of the governing board
- Deciding whether to uphold the exclusion or not (where the pupil is still excluded). Where reinstatement is not possible – eg – because the pupil has already returned to school, the outcome of the review should be added to the pupil's school record for future reference.

### **Appeals to the Independent Review Panel (set up by the LA) made by parents against decisions of the Committee to uphold a permanent exclusion**

To prepare the statement of the governing board for such an appeal and to liaise with the Clerk to the Independent Review Panel with regard to other information required.

To represent the Governing Board at the hearing of the case by the Independent Review Panel.

### **Training and Development**

To ensure that members of the Committee develop and maintain an up to date understanding of pupil behaviour and discipline issues locally and nationally, for example by attending relevant governor training courses and reading relevant national and local guidance.

**Approved by the Full Governing Board**

**6<sup>th</sup> May 2021**