

Appendix G

Students' Discipline Committee

Membership

The Students' Discipline Committee shall consist of not less than three members of the Governing Body, none of whom shall be the Headteacher.

Chair

A Governor except the Headteacher.

Clerk

Clerk to the governing body or an independent clerk

Quorum

Three members.

Frequency of Meetings

As required.

Minutes

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal hearing will be made available to any member of the Governing Body. A report of actions taken will be given to the Governing Body by the Chair at the appropriate Governing Body meeting.

Terms of Reference

1. To be informed by the Headteacher of any exclusion for more than an aggregate of five School days in any one term or where a pupil will miss a public examination because of his/her exclusion, and of the reasons for the exclusion.
2. To be informed by the Headteacher where an exclusion that was originally for a fixed period is to be made permanent and of the reasons for this decision.
3. Where the Headteacher has decided to institute a permanent exclusion, to consider whether the pupil should be reinstated immediately, reinstated by a particular date, or not reinstated, irrespective of any representation from the parents and to work within any time scale laid down in DfE regulations.
4. To hear any representations from parents about a fixed term exclusion under five School days, or where the fixed term exclusion exceeds five School days or prevents a pupil taking an examination.
5. To nominate a Governor to act in a formal capacity.