

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

Governance Professional to Board

Quorum

Three members.

Frequency of Meetings

As required.

Minutes

The minutes will remain confidential to the committee members. 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 a permanent exclusion or a suspension that alone or in conjunction with previous suspensions exceeds 15 days in any given term. A meeting of the committee must be called within 15 school days of the suspension or permanent exclusion to consider reinstatement. If a pupil will miss a public examination due to suspension or permanent exclusion the committee must take all reasonable steps to meet before the examination.

2.To be informed by the headteacher where a pupil has been suspended for more than five days but less than 16 days in any given term. If the parents have made representations, the committee must meet to consider reinstatement within 50 school days. If the parents have not made representations, there is no requirement to consider the suspension and the committee does not have the power to direct reinstatement.

3.To be informed by the Headteacher where a suspension that was originally for a fixed period is to be made permanent and of the reasons for this decision and to convene a meeting in accordance with paragraph 1 above.

4. 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, having considered any representation from the parents and to work within any timescale laid down in DfE regulations.

5. To consider any representations from parents about a suspension of five school days or less. However there is no requirement to arrange a meeting and the committee cannot direct reinstatement.

6. The committee may nominate a Governor to act in a formal capacity who may consider parental representations in circumstances where representations have been made and where the suspension is five school days or less. There is no power to reinstate.

7. These terms of reference shall be superseded by any changes to the DfE guidance in the event that such guidance changes during the course of the academic year.