



The Federation of Bedenham & Holbrook Primary Schools



Federation of Bedenham and Holbrook Primary Schools, Gosport

Terms of Reference – Governors Pupil Discipline Committee

Title	Governors Pupil Discipline Committee
Membership/ Quorum	3 named non staff governors (to be drawn from the whole governing body and asked in turn). The nominated governors will need to be able to confirm that they are not tainted in respect of the case under determination.
Delegated power	<p>To carry out the Governing Body's responsibilities for reviewing exclusions:</p> <ul style="list-style-type: none"> • To consider the views of the Executive 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.
Purpose of Committee	<p>To consider representations by parents of a pupil excluded for 1 - 5 school days in aggregate in a term, and to ensure that a note of the Committee's views on the exclusion is placed on the pupil's record, with a copy of the Executive Headteacher's exclusion letter.</p> <p>To review at a meeting (<i>convened within statutory time limits</i>):</p> <p>(a) exclusions of 6-15 days, if the parents make representations and request a review meeting (<i>meeting to be convened within 50 school days of receiving notice of the exclusion</i>)</p> <p>(b) all fixed-term exclusions of more than 15 school days in aggregate in a term (<i>meeting to be convened within 15 school days of receiving notification of the exclusion</i>)</p> <p>(b) all exclusions which would deny a pupil the chance to take a public examination or National Curriculum test; (<i>or, if convening a meeting before the exam date is a problem, this decision can be taken by the Chair of Governors using their emergency powers</i>)</p> <p>(c) all permanent exclusions (<i>meeting to be convened within 15 school days of receiving notification of the exclusion</i>)</p> <p>Such reviews to include:</p> <ul style="list-style-type: none"> - 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 Body; - deciding whether to uphold the exclusion or not (where the pupil is still excluded). Where reinstatement is not possible e.g. 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. <p>Appeals to the Independent Review Panel (set up by the LA) made by parents against decisions of the Committee to uphold a permanent exclusion</p>



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	<p>To prepare the statement of the Governing Body for such an appeal and to liaise with the Clerk to the Independent Review Panel with regard to other information required.</p> <p>To represent the Governing Body at the hearing of the case by the Independent Review Panel.</p> <p>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.</p>
Approved at FGB	<p>10/09/2018</p> <p>Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified</p>
Date of Next Review	<p>September 2019</p>