



'Learn, Endeavour, Aspire, Respect, Nurture'

Oxpring Primary School

Governing Board Committees

Terms of Reference

PUPIL DISCIPLINE COMMITTEE

1. Membership

The membership of the Committee will be drawn from all Governors, which will not include the Head Teacher. The meeting will be minuted by a clerk.

Quorum

The quorum shall be three Governors. Each planned meeting must have an odd number of Governors present.

3. Meetings

Will be held as required and often enough to meet its remit.

4. Function

The Committee shall meet to consider the Head Teacher's decision to exclude pupils from the school for a period exceeding a total of fifteen days in any one academic year. In the case of a permanent exclusion, the parents may make personal representations to the Committee. The decision of the Committee will be conveyed to the parents by the Authority representative on the panel. If parents appeal against the decision made by the Committee, their appeal will be heard by an independent panel.

The Committee may also meet on an informal basis to discuss, with parents and pupils, strategies for ensuring the school's Behaviour Policy is adhered to at all times.

5. Reporting

The minutes shall be presented to the next termly Board meeting.

6. Review

The terms of reference of the Committee shall be reviewed annually by the Board in the Autumn Term.

TERMS OF REFERENCE - PUPIL DISCIPLINE

The Committee will hear representations regarding the exclusion of pupils, having regard to the current statutory regulations in force.

- Relating to permanent and fixed term exclusion over more than five school days
- If an exclusion for fewer than five school days should cause the pupil to miss sitting a public examination
- To place a note of the Committee's views on the exclusion on the pupil's record with a copy of the Head Teacher's exclusion letter

Fixed Term Exclusion

RESOLVED either:	that the pupil be reinstated	If the pupil is still
or:	that the pupil be not reinstated	excluded
RESOLVED either:	the Head Teacher's decision to exclude be upheld	If the pupil has returned to school
or:	the Head Teacher's decision to exclude be not upheld	before the meeting takes place

NB If an exclusion is fewer than five days the Committee cannot direct reinstatement, but shall consider any statement from the parent and place their views on the pupil's record.

Permanent Exclusion

RESOLVED either:	that the pupil be reinstated
or:	that the pupil not be reinstated

Please see separate attendance sheets

