

# SKYLARK FEDERATION

## Discipline Committee

### Terms of Reference

#### 1. Purpose

The aim of this committee is to ensure that any exclusions, fixed term (suspension) or permanent (expulsion) is carried out in accordance with the schools policy and any statutory recommendations from the local authority or the DFE. The committee will review the Headteachers decision.

#### 2. Membership

The committee shall comprise of not less than three governors, excluding the Headteacher, who will be contacted, in alphabetical order, to check availability in the event of this committee needing to meet. A clerk will be present to take minutes. Staff governors cannot be members of the Discipline Committee other than the SENCO.

#### 3. Quorum

A minimum of three governors must be present to constitute a quorum.

#### 4. Meetings

The committee shall meet as required. It must always meet to consider exclusions greater than fifteen school days in a term. If the exclusion is between six and fifteen school days in a term, and the parents request a meeting, then this committee must meet within 50 school days.

A chair will be elected from among the governors making up the committee, by those governors.

The Committee shall have delegated powers only on specific issues, as authorised in advance by the Governing Body or covered within these Terms of Reference.

If an exclusion is to be upheld the committee will notify all concerned of their decision, including parents, the headteacher and the local authority in writing.

#### 5. Sub Committees – There are no sub committees

#### 6. The committee will:

- Carry out a proper and thorough investigation and review the Head teacher's decision.

- Only exclude a pupil in response to a serious breach of the schools Good Behaviour policy or if allowing the pupil to stay in school would seriously harm the education or welfare of themselves or other pupils in school.
- Set a clear agenda for meetings, informing parents and making sure necessary paperwork is ready. Finding a date and time that is convenient to all parties.
- Identify ways to enable the excluded pupil's views to be heard, whether or not the pupil will attend the meeting.
- Not discuss details of the exclusion with any other party.
- Give regard and consult on racial equality, SEND or any other contributory factors.
- Review all permanent and more serious fixed term exclusions, and review Reinstatement, when a child may return to school.

## **7. Reporting**

The minutes of the Discipline Committee are confidential and will not normally be circulated beyond the full governing body and other members present at the meeting, recognising the rights to confidentiality and protection of data for all members involved.

Further information can be found at

[www.education.hants.gov.ukhttps://www.hants.gov.uk/educationandlearning/educationinclusion/service/exclusion/disciplinecommittee](https://www.hants.gov.uk/educationandlearning/educationinclusion/service/exclusion/disciplinecommittee)

### **Policies to Review**

Good Behaviour Policy

**Approved by the Whole Governing Body on**

Signed by Chair: .....

**Review: Autumn 2021**