

# CALDEW SCHOOL GOVERNING BODY

## PUPIL DISCIPLINE COMMITTEE TERMS OF REFERENCE

<b>Chair:</b>	<i>Clem Coady</i>
<b>Clerk:</b>	Sarah Connolly
<b>Membership:</b>	Clem Coady, Jennie Wilkinson, Hayley Tancred, Victoria Lawson, Karen Warwick
<b>Quorum:</b>	3

### Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson is agreed before the meeting. (NB If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.)

All papers pertaining to the discipline/exclusion meeting are compiled by the Clerk/Headteacher and circulated to all possible attendees prior to the date of the meeting.

Minutes will be taken by the Clerk to the Governors and checked by the Chair prior to distribution to the Committee. The Committee's decision will be circulated to all within 24 hours of the meeting.

### Responsibilities (all outcomes recommended to Full Governing Body for approval)

#### Strategic

- Establish and review Student Behaviour Policy (reviewed by Student Welfare and Guidance Committee)

#### Critical Friend

- Monitor number of exclusions/suspensions within a school year
- Ensure exclusion procedures are compliant with the Department of Education's exclusion guidelines
- To ensure that the guidance contained in the 'Improving Attendance and Behaviour' document is practised in the school, with specific reference to the role assigned to the Governing Body

#### Specific Tasks

- Consider the school's representations about a discipline/exclusion/suspension
- Consider parents' representations about a discipline/exclusion/suspension
  - To consider representations from parents in the case of suspensions of 5 days or less (**Committee may not re-instate**)
  - To consider representations from parents in the case of suspensions totalling more than 5 but not more than 15 school days in one term (**meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion**)
  - To consider the appropriateness of any permanent exclusion or any suspension where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (**meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion**)
- Consider upholding the school's decision or re-instating student within DofE guidelines