## **Terms of Reference – Governors Pupil Discipline Committee**

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| **Title** | **Governors Pupil Discipline Committee** |
| **Delegated power** | To carry out the Governing Body’s responsibilities for reviewing exclusions:   * To consider the views of the Headteacher, the LA, the parent/carer and the pupil (if appropriate) * To decide whether or not to uphold exclusions - in line with national and local guidance. |
| **Purpose** | 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 Headteacher’s exclusion letter.  To review at a meeting *(convened within statutory time limits)*:  (a) exclusions of 6-15 days, if the parents make representations and request a review meeting *(meeting to be convened within 50 school days of receiving notice of the exclusion)*  (b) all fixed-term exclusions of more than 15 school days in aggregate in a term *(meeting to be convened within 15 school days of receiving notification of the exclusion)*  (b) all exclusions which would deny a pupil the chance to take a public examination or National Curriculum test; *(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)*  (c) all permanent exclusions *(meeting to be convened within 15 school days of receiving notification of the exclusion)*  Such reviews to include:  - 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.  **Appeals to the Independent Review Panel (set up by the LA) made by parents against decisions of the Committee to uphold a permanent exclusion**  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.  To represent the Governing Body at the hearing of the case by the Independent Review Panel.  **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. |
| **Membership/ Quorum** | 3 named non-staff governors (who can be drawn from a pool, or 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.  If need be Grange Junior School can be contacted for one of their Governors to attend if needed. |
| **Virtual meetings** | It may be the case that meetings will not be able to take place face to face due to an emergency situation, a pandemic or a health and safety issue. In this case the meeting will be held virtually by a Hampshire approved virtual platform.  Governors will be told 7 days in advance of the intention to hold the meeting virtually and by what platform, including log in details and links. All meeting information will be sent out 7 days in advance if possible.  At the beginning of the meeting the chair may do a roll call of who is in attendance. Additional time should be given at the beginning of the meeting to ensure everyone is logged on.  If the video or telephone link is lost to someone in virtual attendance at a meeting, they would have to be deemed to have left it until such time as the link is re-established. If a governor needs to leave the room, they should notify the clerk so this can be recorded in the minutes.  Normal meeting protocols still stand and governors are expected to be on time, prepared and follow code of conduct and procedures. If a governor is giving approval, they should do so by showing a raise of hand. If a governor wishes to ask a question they should do so normally or raise their hand.  If the meeting requires a vote to take place, those standing should leave the meeting for the GB to discuss. The governor will then be asked to log back into the meeting by sending the governor an email or a message to log back into the meeting, when the discussion has finished. Similarly if someone has to leave the meeting for a confidential discussion the same rule will apply. |
| **Approved at FGB** | 15th September 2020 |
| **Date of Next Review** | Autumn term 2021  '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. |