



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

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Pupil Discipline Committee – Terms of Reference 2023 - 2024

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Membership To consist of **at least 3** Governors, the Governing Board should appoint more to the committee to allow for illness / unavailability / declaration of interests etc. when a hearing is required. The Committee should appoint a Chair. If the Chair or any panel members of the committee have any connection with the pupil or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down. The Governing Board agree to abide by all decisions made by the panel. Where necessary, the governing board will source governors on an ad hoc basis from Governor Services to sit on Governor Disciplinary Panels. Such governors will have the appropriate skills, experience and training to perform this duty.

FGB Meeting 10.11.2021: The updated Terms of Reference were agreed by Governors. It was agreed to remove governor names off individual ToRs and keep a live membership list for review as necessary.

Proposed Mrs J Brooks

Seconded Mr D Grounds

- Chair** To be elected by the committee panel at each meeting.
- Clerk to the Committee** To be determined by the Full Governing Board). The Governing Board can remove the clerk at any time.
- Quorum** To consist of a minimum of 3 members. At any panel hearing it is recommended that either 3 or 5 members sit, to allow majority decisions to be possible.
- Meetings** As required and held within statutory timescales.
- Agendas / Papers** Agendas and relevant papers to be circulated only to committee members who are to attend a hearing (not all members of the Governing Board) 5 working days before the meeting (or less if agreed by all parties), or as arranged by the appointed clerk and within any statutory timescales. Accompanying papers to be circulated only to members of the committee attending the hearing.

The parents, Local Authority Representative and the person presenting the case for the school – usually the Headteacher – also receive a full set of papers from both parties.

Minutes / Confidential minutes / The minutes will be approved by the Committee Chair. Only the Clerk to the Committee will keep a set of minutes from a hearing. Minutes are not circulated following the meeting unless a special request by the parents is made. The outcome of the meeting letter details the governors' decision.

- Review permanent exclusions and fixed period exclusions converted to permanent exclusions
- To consider any representations from parents where a pupil has been excluded for 5 school days or fewer.
- To consider the exclusion of all pupils given a fixed term exclusion of more than 5 but no more than 15 school days in one term if requested to do so by the parent.
- To consider any exclusion that would result in a pupil missing a public examination or national curriculum test.
- To consider all fixed period exclusions totalling more than fifteen school days (or which brings the pupil's number of days of exclusion to more than 15 in one term) (lunchtime exclusions account for the equivalent of a half day exclusion)
- To consider the circumstances in which the pupil was excluded
- To consider any representations about the exclusion made by the parent and by the LA
- To consider whether the pupil should be reinstated immediately, reinstated by a particular date or not reinstated
- To consider if the decision to exclude was lawful, reasonable and procedurally fair, taking into account the Headteacher's legal duties

Associated Legislation / Policies

In coming to its decision the Committee should give due regard to the most recent versions of the following:

- DfE Statutory Guidance for School Exclusions (2022)
- SEN Code of Practice
- Equalities Act 2010
- Equality Statement
- SEND Policy
- Safeguarding and associated policies
- Exclusion policy
- Behaviour for Learning Policy
- Anti-Bullying Policy
- Alcohol, Tobacco, Drugs and Substances Policy
- Examinations policies

(This list is not exhaustive)

Exclusions and Public Examinations

If a pupil were to miss a public examination as a result of exclusion the committee should meet prior to the date of the examination. If it is not possible the Chair of Governors may, exceptionally, use his / her

emergency powers to act and consider the exclusion. These are the only circumstances where the Chair of Governors can alone, with Local Authority and Clerk's advice, review an exclusion. The parent would, however, in these circumstances, still have the right to make oral representations to the Pupil Discipline Committee or to the Chair of Governors.

In some circumstances, at their discretion, and depending on the nature and seriousness of the exclusion, the committee may allow an excluded pupil on the premises for the sole purpose of taking a public examination.

Reviewed Autumn 2023-2024

Signed (Chair)

Date