



THE THINKING SCHOOLS ACADEMY TRUST

TERMS OF REFERENCE FOR GOVERNOR DISCIPLINE COMMITTEE

1. Establishment of the Governor Discipline Committee

In order to support the effective operation of the Trust and the academies within the Trust (the Group) the Trust's Board of Directors (the Board) have established a committee to consider representations regarding excluded pupils. This committee will be referred to in this document as the "Governor Discipline Committee".

The Board shall review bi-annually the membership and Terms of Reference of the Governor Discipline Panel.

2. Membership

The Governor Discipline committee shall consist of three members with at least one Governor.

The Chair shall be appointed by the Panel on an ad hoc basis.

The Clerk shall be appointed by the Board of Directors.

3. Remit and Responsibilities of the Governor Discipline Committee

The committee will meet as necessary. The duties of the committee are as follows:

- 3.1 To consider representations from parents in the case of exclusions of 5 days or less (the committee may not reinstate).
- 3.2 To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (meeting to be held within 50 school days after receiving notice of the exclusion).
- 3.3 To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - 3.3.1 the exclusion is permanent
 - 3.3.2 it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term, or
 - 3.3.3 it would result in a pupil missing a public examination or national curriculum test.

3.4 To ensure that the guidance contained in the “Exclusions from Maintained Schools, academies and Pupil Referral

3.5 Units in England” document is adhered to, with specific reference to the Governing Body.

4. Proceedings of Governor Discipline Panel

The meeting will be conducted according to the following Order of Proceedings:

4.1 The Chair should ensure that the meeting is carried out with regard to the confidential nature of the discussions.

4.2 The Chair should introduce everyone present.

4.3 The Chair should explain the purpose of the meeting. He should further explain that the papers circulated for the meeting should be returned to the Clerk at the end to be destroyed; the original set will be kept on the child’s record in a confidential file. The parents/carers and LA representative if present may keep their copies.

4.4 The Chair should remind everyone that information must only be given in the presence of all parties.

4.5 The Chair should explain the procedure to be followed:

4.5.1 The Headteacher/presenter of the school’s case will give the school’s case for excluding the child;

4.5.2 The parents/carers and governors have the opportunity to ask questions of the Headteacher/presenter;

4.5.3 The parents/carers put their case;

4.5.4 The governors and Headteacher/presenter have the opportunity to ask questions of the parents/carers;

4.5.5 The Headteacher/presenter will sum up the school’s case and the parents/carers will sum up their case

4.5.6 The parents/carers, LA representative and Headteacher/presenter of school’s case will then be asked to leave, as the governors must make the decision on their own. The Clerk may stay if required to help by referring to notes of the meeting.

5. Reporting

Letters will be sent to parents/carers on the outcome of the hearing in accordance with the Model Letters from the DfE.

The minutes will remain confidential to the committee members until after any appeal hearing has been completed, when the minutes of the committee and the appeal will be made available to any member of the Board of Directors and Regional Governing Body of the academy concerned. The Chair at the appropriate Regional Governing Body meeting will give a report of actions taken to the Regional Governing Body.