HEYES LANE PRIMARY SCHOOL
PUPIL DISCIPLINE COMMITTEE REMIT

Terms of reference:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- 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 between 6th and 50th school days after receiving notice of the exclusion)*
- To consider the appropriateness of any permanent exclusion or any exclusion 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 6th and 15th school days after receiving notice of the exclusion)*
- To ensure that the DfE guidance is followed in the school, with specific reference to the role assigned to the Governing Body.
- To review a decision to uphold a permanent exclusion subject to direction or recommendation to do so by an Independent Review Panel.

Membership – 3
NB: The Governing Body may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. 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. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

Disqualification – The Headteacher, Any Governor with prior knowledge of the pupil or the incident.

(It is suggested that neither the Chairman of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Body	**Date: 16/9/24**

Name of Governor/Associate Member	**G/AM**	**Date Appointed to the Committee**
**subject to impartiality and availability*		

Chair of the Committee	To be decided upon calling the meeting

Clerk to the Committee	Trust GS

Quorum	3

Date Committee established	16/9/24

Date of review	September 2025