

**PUPIL DISCIPLINE COMMITTEE**

**TERMS OF REFERENCE**

**2022-23**

1. **Scope**

To consider exclusions of pupils as described in the guidance and procedures from the DfE and the local authority’s Children’s Services.

The Governing Board shall determine and review the terms of reference of the Complaints Committee at its annual general meeting.

1. **Membership**

The committees will have ‘open membership’. If the Committee is required to sit, the clerk will approach all eligible governors to form a committee of a minimum of three.

1. **Quorum**

The quorum of the Committee shall be three governors, except in exceptional circumstances, when it can be a minimum of two.

1. **Meetings**

A meeting will be convened at the request of the Chair of Governors.

Every member of the Committee, the Headteacher and all other invited parties, will be given at least seven days clear notice before the date of the committee meeting.

1. **Clerking**

The Governing Body shall appoint a clerk to the Committee. In the absence of the clerk, Committee members, or another suitable person, may act as clerk for the meeting.

1. **Chairmanship**

The appointment of the Chair shall be decided at the first meeting of the Committee by those governors attending.

1. **Terms of Reference**

The Committee of the Governing Board will deal with any aspect of pupil discipline as required by the school’s policies and statutory guidance from the Department for Education.

1. **Standing Orders**

Members of the Committee are entitled to receive a written agenda, copies of any minutes of a previous Committee meeting, and any other papers to be considered.

These will be distributed at least seven days before a Committee meeting.

The business of the Committee must be reported in a minute format. Such minutes including decisions and any recommendations made must be signed off by all members of the Committee as an accurate record of proceedings.

The decision of the Committee and any recommendations made must be reported to the next meeting of the Governing Board

1. **Declaration of Interests**

Where there is conflict between the interests of any Governor and the interests of the Committee, that person must declare the interest and withdraw from the meeting. The meeting must then be declared closed and an alternative governor approached.

The Governing Board agreed these terms of reference on 7th July 2022

Signed ………………………………………. Date…………………….