



## **Terms of Reference – Discipline & Complaints**

### **Membership; The committee will comprise of 3 (three) governors.**

The membership and Terms of Reference of the Committee shall be reviewed annually.

The quorum will be 3 (three) Governors.

### **Terms of Reference**

- a. To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate the pupil*)
- b. 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 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- c. 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 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- d. To consider and respond to any complaints or appeals
- e. To establish, Publish and review a complaints procedure
- f. To consider complaints relating to the curriculum and to advise the governing body accordingly.
- g. To consider any issues regarding staffing
- h. To receive a report of all exclusions for the year