

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 reported through the leadership & management committee. A full meeting will be formed if a case arises, and decisions need to be made. The quorum will be 3 (three) Governors.

Terms of Reference

To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate the pupil*)

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 consider and respond to any complaints or appeals

To establish, Publish and review a complaints procedure

To consider complaints relating to the curriculum and to advise the governing body accordingly.

To consider any issues regarding staffing

To receive a report of all exclusions for the year

Standing items for Agenda

Exclusions

Complaints

Staff issues

Policies to be reviewed

Complaint's policy

Exclusion

Advisory

Not to have headteacher or COG