



Alpha Trust Discipline (Exclusions) Committee

Terms of Reference

General Terms:

- To consider any appeals against decisions made at a first hearing.

Membership:

- The Pupil Discipline (Exclusions) Committee (to be known as the **Exclusions Committee**) shall consist of not less than three members of the Trust Board and/or Local Governing Board, none of whom shall be the Principal. If any Governor or Trustee has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she must step down.

Appointment of Chair:

- The Disciplinary (Exclusions) Committee shall agree a chair for each meeting.

Quorum:

- Three members of the committee.

Meetings:

- Committee meetings will be held as required. Clerk should be mindful when drafting minutes of the meeting that parents are entitled to see them. Confidential minutes will be circulated to members of the committee *within five school days*. Minutes should be sent to parents when requested. A verbal report, as a confidential item, will be given at the next Governing Board meeting if and when the matter has been resolved.

Clerking:

- The Clerk to the Committee must not be a Governor or Trustee at the school, a member of the Committee or the Principal.

Decision:

- Any decisions shall be made by a simple majority.

Control and Procedure

The hearing shall be in private and minuted.

The Principal is statutorily responsible for determining measures to secure good behaviour. The Governors/Trustees have powers to draw up a written statement of general principles and to provide specific guidance to the Principal on particular disciplinary matters. The Principal is responsible for putting any general principles set out by the Governors or Trustees into practice and for dealing with individual cases.

The use of corporal punishment is forbidden.

Approved 15 July 2020