OAK GREEN SCHOOL
PUPIL DISCIPLINARY COMMITTEE / GOVERNOR DISCIPLINARY COMMITTEE
TERMS OF REFERENCE 2026-27

Statutory Guidance 'School Suspensions and Permanent Exclusions of Pupils from Maintained Schools, Academies and Pupil Referral Units' can be found here

No.	Subject Area	Action	Frequency	Report by:	Suggested Term to report
CONSTITUTION		**MEMBERSHIP** – appointed by the Governing Board. The Headteacher cannot be a member, and it is recommended that a member of staff does not sit on this committee. Where there are insufficient governors without prior involvement the Governing Board can consider collaborating with another Governing Board. Any member who has a connection with a particular pupil, or of the incident leading to an exclusion, should consider stepping down as this knowledge could affect their ability to act impartially. **QUORUM** – at least THREE members who are governors. **GOVERNANCE PROFESSIONAL** – cannot be the Headteacher. It is best practice to appoint an independent governance professional. **VOTING RIGHTS** – restricted to committee members. Chair to have a casting vote. **CHAIR** – to be elected by the Committee or the Full Governing Board.			
1.	**Role**	To consider whether to reinstate or decline to reinstate a pupil following a decision by the Headteacher to exclude (or suspend if suspension would take the pupil over 15 days (including 15.5 days) in a school term and / or miss a public exam or national curriculum test.	As required	Committee Chair	Summary to next meeting of FGB

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		To consider any representations from parents about their child's exclusion (or suspension). NB This meeting will not be required if the headteacher cancels the exclusion or suspension before the committee has met. The board and parents must be advised of the reason for the cancellation. To consider suspensions of any length where the parents have expressed a wish to make representations to the governing board).			
2.		To consider whether the Headteacher has complied with the exclusion procedure and has had regard to the DfE's guidance before deciding to exclude the pupil.	As required	Committee Chair	Summer to next meeting of FGB
3.	**Convene to Consider:**	All permanent exclusions. **This meeting must be convened within 15 school days after the date of receipt of the notification from the Headteacher**	As required	Brief verbal summary by Committee Chair	Termly to full Board
4.		All suspensions (including lunchtime, half-day suspensions) that would lead to a pupil being suspended for **over 15 school days (including 15.5 days) in a school term or missing a public examination or national curriculum test**. **This meeting must be convened within 15 school days after the date of receipt of the notification from the Headteacher.** (Where a pupil might miss a public examination and the Committee is unable to meet before the date of the examination, the Chair of Governors is empowered to take the decision about the suspension).	As required	Brief verbal summary by Committee Chair	Termly to full Board
5.		All suspensions that would lead to a pupil being suspended for **over 5 days but not over 15 days in a school term**, where the parents have expressed a wish to make representations. **This meeting must be convened within 50 school days after the date of receipt of the notification from the Headteacher.**	As required	Brief verbal summary by Committee Chair	Termly to full Board
6.		All suspensions that would lead to a pupil being suspended for **5 school days or less in a school term**, where the parents wish to make representations. **No**	As required	Brief verbal summary by	Termly to full Board

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		timescale for this meeting, or any requirement for parents to be invited to this meeting.		Committee Chair	
	Pupil Support	Ensure arrangements are in place to provide full time and suitable education for pupils from **day 6** of any permanent or suspension. NB: Educational provision for pupils permanently excluded rests with the LA from day 6 of the permanent exclusion.	As required	Brief verbal summary by Committee Chair	
7.	**Letter/Minutes**	A fully reasoned and comprehensive letter will be sent to parents within 5 school days following any meeting to consider parents representations about a suspension or permanent exclusion. Detailed and comprehensive minutes will also be taken at the meeting.			
		If applied for within the legal time frame by the parents, the LA must arrange for an independent review panel (IRP) hearing to review the decision of a Governing Board not to reinstate a permanently excluded pupil. A copy of the Governing Board Committee minutes will be required for the Independent Review Panel packs.			
8.	**Remote Access**	Governing board reinstatement meetings and IRPs can be held via the use of remote access for suspension and permanent exclusions if requested by the parents, provided certain criteria are satisfied. However, remote meeting requests by parents/carers can be refused if there are safeguarding concerns following a risk assessment which mean that a remote meeting won't allow full participation or can't be held fairly and transparently.	As required	Brief verbal summary by Committee Chair	Termly to full Board

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