

## Terms of reference for the Pupil Discipline Committee of South Essex Academy Trust (SEAT)

(to be read in conjunction with statutory exclusions guidance and relevant trust policies)

### Quorum

The quorum for a pupil discipline committee is three panel members.

### Membership

- Any director (with the exception of any director employed by the trust)
- Any member of an Academy Committee.
- At least one member of the panel must be a director.
- All members of the panel must have had the required training to enable them to carry out their role effectively.

### Chair

- The chair of the panel must be a director.
- The chair of the committee will be appointed by the panel at the meeting.

### Meetings

- The pupil discipline committee will meet as required and in accordance with statutory time limits.
- Confidential minutes will be taken by the clerk.

### Committee tasks and duties

- On the request of parents, consider representations by parents in the case of exclusions of five days or fewer.
- On the request of parents, convene a meeting to consider reinstatement within 50 days of receiving notice of the exclusion if the exclusion takes the pupil's total days of exclusion above five but fewer than fifteen for the term.
- Consider the reinstatement of an excluded pupil within 15 days of receiving notice of exclusion if:
  - The exclusion is permanent;
  - It is a fixed term exclusion that would bring the total number of days of exclusion to more than 15 in a term; or
  - It would result in the pupil missing a public examination or national curriculum test.