



**Pupil Issues Committee - Terms of Reference**

**Appendix 7**

The Academy's Board of Trustees has established a Pupil Issues Committee as a Committee of the Board to support them in their responsibilities for reviewing pupil matters.

Incorporated within the Pupil Issues Committee are:

- The Admissions Committee
- The Pupils Disciplinary Committee

**Admissions Committee**

**1. Responsibilities**

The Admissions Committee is a sub-committee of the school's Academy Trust Board and its main purpose is to determine the school's annual Admissions Policy and ratify the ranking of applications.

The Admissions Committee will:

- Determine the school's annual Admissions Policy.
- Ratify the ranking of applications.
- Make decisions on applications for admissions.
- Ensure that any consultation process on the school's admission arrangements is conducted within the specified timetable and within the process that the Academy's Trust Board approves the admissions arrangements.
- Comply with the Department for Education's '**School Admissions Code Statutory Guidance**' which was published in **September 2021** for Admission Authorities, Governing Bodies, Local Authorities, School Adjudicators and Admission Appeals Panels.

**2. Authority**

The Admissions Committee is a sub-committee of the Academy Trust Board and is authorised to review and make recommendations on the Admissions Policy within its Terms of Reference or specifically delegated to it by the Academy Trust Board.

**3. Membership**

The Admissions Committee will comprise of:

- Mrs. Bev Worthington                      Trustee                                      (Chair of the Committee)
- Mr. Peter Ingham                              Trustee
- Mrs. Lorna Stafford                              Trustee
  
- Mrs. Julie Murphy                              Governance Professional to the Board of Trustees and Company Secretary
  
- Mrs. Stephanie Bateman                      Headteacher (Accounting Officer) – Adviser to the Admissions Committee

Admissions Committee meetings will be chaired by **Mrs. Bev Worthington** (in her absence – **Mr. Peter Ingham** will chair the meetings).

The Quorum is:

- **Three** (Chairperson and two additional Trustees)

#### **4. Reporting**

Formal minutes will be recorded of each meeting of the Admissions Committee. The Chairperson of the Admissions Committee will report to the Academy Board of Trustees on any discussions, recommendations and conclusions.

#### **5. Objectives**

The Admissions Committee will:

- Keep the admissions arrangements under review and make recommendations to the Academy's Trust Board for change to the Admissions Policy and admissions process.
- Ensure that the admissions process (including the criteria and related documentation) is clear and transparent and are available to the parents and carers of prospective pupils in printed form and in electronic form on the school website.

#### **6. Meetings**

The Admissions Committee will meet **once** a year in December.

The Chairperson of the Admissions Committee will convene additional meetings as deemed necessary.

For each meeting the members of the Admissions Committee will be provided (seven working days in advance) with an invitation to the meeting, an agenda and all relevant papers relating to the agenda items.

The Governance Professional/Company Secretary to the Board of Trustees will record all of the proceedings at the meeting and the minutes will be circulated to all Admissions Committee members via the Governance Professional/Company Secretary.

### **Pupil Disciplinary Committee**

#### **1. Responsibilities**

The Pupil Disciplinary Committee is a sub-committee of the school's Academy Trust Board and its main purpose is to consider representations regarding excluded pupils.

From the day it receives notice, the Pupil Disciplinary Committee has **15** school days to:

- Consider any permanent exclusion.
- Consider any fixed-term exclusion which brings the pupil's total number of school days of exclusion to more than **15** in a term.
- Consider any exclusion that will result in a pupil missing a public examination or a national curriculum test.

From the day it receives notice the Pupil Disciplinary Committee has **50** school days to:

- Consider any fixed-term suspension that will take the pupil's total days suspended above **5** for the term and the parents/carers have requested a review panel.

## 2. Authority

The Pupil Disciplinary Committee is a sub-committee of the Academy Trust Board and is authorised to review the Headteacher's decision to exclude a pupil.

The Pupil Disciplinary Committee has the power to:

- Uphold the Headteacher's decision
- Reinstatement the pupil

The Pupil Disciplinary Committee will comply with the Department for Education's '**Exclusion from Maintained Schools, Academies and Pupil Referral Units in England**' statutory guidance.

## 3. Membership

The Pupil Disciplinary Committee will comprise of:

- Mrs. Bev Worthington                      Trustee                                              (Chair of the Committee)
- Mr. Peter Ingham                              Trustee
- Mrs. Lorna Stafford                              Trustee
  
- Mrs. Julie Murphy                              Governance Professional to the Board of Trustees and Company Secretary
  
- Mrs. Stephanie Bateman                      Headteacher                                              (Presenter of the School's Case)

Pupil Disciplinary Committee meetings will be chaired by **Mrs. Bev Worthington** (in her absence – **Mr. Peter Ingham** will chair the meetings).

The Quorum is:

- **Three** (Chairperson and two additional Trustees)

## 4. Reporting

Formal minutes will be recorded of each meeting of the Pupil Disciplinary Committee. The Chairperson of the Pupil Disciplinary Committee will report to the Academy Board of Trustees on any discussions, recommendations and conclusions.

## 5. Objectives

The Pupil Disciplinary Committee will always be impartial during any hearing and will have had no prior connection to the pupil.

The Chair of the Pupil Disciplinary Committee will:

- Ensure that the meeting is carried out with regard to the '**confidential**' nature of the discussions.
- Introduce everyone present.
- Explain the purpose of the meeting.
- Explain that the papers circulated for the meeting should be returned to the Clerk at the end to be destroyed (the original set will be kept on the pupil's record in a '**confidential**' file). The parents/carers of a pupil may keep their copies.
- Remind everyone that information must only be given in the presence of all parties.
- Explain the procedure to be followed

The Governance Professional/Company Secretary to the Board of Trustees will ensure that the Chairperson of the Pupil Disciplinary Committee conducts the hearing following the correct procedure:

The Headteacher (or presenter of the school's case) will give the school's case for excluding the pupil.

- The parents/carers and Committee Members have the opportunity to ask questions of the Headteacher (or presenter).
- The parents/carers present their case.
- The Committee Members/Headteacher (presenter) have the opportunity to ask questions of the parents/carers.
- Summing up by the Headteacher (or presenter of school's case) and the parents/carers.
- The parents/carers, Headteacher (or presenter of school's case) will then be asked to leave to enable the Committee Members to make their decision on their own.
- No other parties (with the exception of the Governor Professional/Company Secretary)) must be present when the Committee Members are discussing the hearing/making their decision.

## **6. Meetings**

The Pupil Disciplinary Committee will meet on an '**as required**' basis.

For each meeting the members of the Pupil Disciplinary Committee will be provided (seven working days in advance) with an invitation to the meeting and all relevant papers relating to the meeting. The Headteacher (or presenter) and the parents/carers of the pupil will also receive the same documentation prior to the meeting

The Governance Professional/Company Secretary to the Board of Trustees will record all of the proceedings at the meeting.