

Meadowhead School and Sixth Form



Exclusion Panel Terms of Reference

Name of trust:	Meadowhead School and Sixth Form
Name of committee:	Governing Board Disciplinary Committee (Exclusion Panel)
Date agreed:	14 th September 2026
Review date:	<i>September 2027</i>

Chair of committee:	A Chair will be appointed at the time of convening the panel
Clerk:	Sarah Gillott – Governance Professional
Membership:	GBDC/Exclusion panels will be made up of 3 trustees. Staff governors/trustees will not be permitted to sit on an exclusions panel. The Headteacher will not form part of an exclusion panel. Trustees sitting on a panel must have no prior knowledge of the suspended/excluded student.
Quorum:	There must be a minimum of 3 trustees for the meeting to be quorate. A current governor/trustee from another school/trust may make up part of an exclusions panel where the excluding school is unable to convene a panel of 3 trustees. Governors/trustees from other schools must also have no prior knowledge of the excluded student.
Meetings:	the panel will meet within the statutory timeframe(s): Within 15 school days of receiving notice of the suspension or permanent exclusion This is in the case of: • A permanent exclusion • A suspension that alone, or in conjunction with previous suspensions, will take the student's total number of days out of school to above 15 for a term • A suspension/permanent exclusion that will result in the student missing a public examination or National Curriculum

test. The governing board must take reasonable steps to meet before the date of the examination

Within 50 school days of receiving notice of the suspension or permanent exclusion

- This is where the suspension(s) will take the student's total number of days out of school to above 5 but no more than 15 for the term, and the students' parents/carers have requested a governing board meeting

Minutes of the panel's meetings will be made available to all parties on request, and the record of discussion will state clearly how the decisions have been reached.

Where a governor/trustee becomes unavailable, the Governance Professional will make all reasonable attempts to ensure that a quorate panel is able to meet as arranged within statutory timeframes, and a chair will be appointed for the purposes of the meeting. If all reasonable attempts fail, the panel hearing will be adjourned until a quorate panel can be convened and a chair appointed. This may result in the hearing taking place outside of the timeframes in the statutory guidance, however the panel meeting will take place as soon as practicably possible for the benefit of all parties.

The committee/panel will be responsible for:

- Considering the interests and circumstances of the suspended or permanently excluded student, and other students, staff, and school community
- Making sure the following are invited to a meeting of the governing board and allowed to make representations or share information:
 - Parents/carers (and, where requested, a representative or friend) – parents can request that the meeting be held remotely
 - The student (if they're over 18)
 - Students aged under 18 will be invited to attend the meeting with their parents/carers
 - The headteacher
 - The student's social worker, if they have one
 - The virtual school head (VSH) if the student is a child looked after (CLA)
 - a representative of the local authority (LA) may be invited by the chair of the panel/governance professional
 - a representative of the local authority will attend the meeting if this is requested by parents/carers. They may attend the meeting if invited by the school, depending on capacity.
- Making sure the student or their parents/carers are aware of their right to attend and participate in the governing board meeting, enabling the student to make a representation on their own behalf if they wish to do so
- Applying the civil standard of proof (i.e. 'on the balance of probabilities') rather than the criminal standard ('beyond reasonable doubt') when establishing the facts of the suspension or permanent exclusion
- Deciding whether to:
 - Decline to reinstate the student, or
 - Direct reinstatement of the student immediately or on a particular date
- Ensuring that the panel follows the [statutory guidance](#) from the DfE regarding consideration of a permanent exclusion decision.