

Wanborough Primary School
CODE OF PRACTICE /SCHEME OF DELEGATION 2017/18

FGB CODE OF PRACTICE

1. Chair and Vice-Chair

- 1.1 The governing body will decide the term of office of the chair and vice chair (minimum 1 year, maximum 4 years) and record its decision.
- 1.2 When the chair and vice-chair are due for election, the governing body will elect both positions from among its number (though excluding any employee at the school).
- 1.3 The governing body will decide in advance of the election the process of election for either or both positions that will be in accordance with school governance regulations.
- 1.4 If nobody has indicated willingness to stand for the office of chair, the meeting will be adjourned until a chair can be elected.
- 1.5 The clerk will take the chair when the chair is being elected. Otherwise the chair will conduct all meetings of the governing body except that, in his/her absence, the vice-chair will take the chair.
- 1.6 If the election of the chair or vice-chair is contested it will be decided by secret ballot. Governors standing for election will withdraw and not vote.
- 1.7 If both the chair and vice-chair are absent from a meeting, the governing body will elect a chair for that meeting.
- 1.8 If the chair resigns, or has to relinquish the office for any reason, the vice chair will act as chair until a successor is appointed at the next meeting of the governing body. The election of chair will be a specific item of business on the agenda for that meeting.
- 1.9 If the vice-chair resigns, or has to relinquish the office for any reason, a successor will be appointed at the next meeting of the governing body.
- 1.10 If both the chair and vice-chair resign, or have to relinquish their offices for any reason, the governing body will hold a special meeting within 30 days to elect their successors.
- 1.11 The chair can be removed from office by the governors following procedures set out in Regulation 25 of the School Governance (Constitution) (England) Regulations 2012 (as amended).

2. Calendar of Meetings

- 2.1 The governing body will meet at least five times per academic year.
- 2.2 Committees will meet at a frequency determined by the governing body.
- 2.3 The governing body will set the dates for its meetings, including those of any committee for the next school year at the final meeting of the previous school year.

3. Timing and Duration of Meetings

- 3.1 Meetings will start at times which are acceptable to the governing body and will be limited to two hours duration.
- 3.2 Where the business has not been completed within the agreed time, those governors present may resolve to continue the meeting in order to deal with the business notified on the agenda.
- 3.3 A meeting may be discontinued at any time if the governing body so resolves. If so, or if the meeting has to be abandoned because it is no longer quorate, a further meeting shall be called as soon as practicable to complete the unfinished business.

4. Quorum

- 4.1 The quorum for all business of the governing body is one half of the total number of governors in place; not including any governor vacancies.
- 4.2 Meetings which become inquorate will be discontinued.

5. Withdrawal from meetings

- 5.1 Governors will be required to withdraw from a meeting under circumstances set out in the School Governance (Constitution) (England) Regulations 2012 (as amended).
- 5.2 If there is a dispute about a person attending a governing body meeting being required to withdraw, the matter of withdrawal shall be determined by the governing body.

6. Convening meetings

- 6.1 All meetings will be convened by the clerk, in accordance with the arrangements made by the governing body, but subject to (a) any direction from the chair where a matter is urgent and (b) any requisition signed by three governors.

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7. Notice of Meetings

7.1 Written notice of meetings, together with the agenda, will be sent so as to arrive seven clear days before the meeting – except where the chair calls an urgent meeting at short notice – to (a) governors at their registered addresses, (b) the headteacher, if not a governor.

7.2 Non-receipt of notice of a meeting will not invalidate the meeting.

7.3 Notices of meetings, and the accompanying agenda, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

8. Agenda

8.1 The agenda will be prepared by the clerk in accordance with any determination of the governing body and in consultation with the chair and the head teacher.

8.2 Any governor may place an item on the agenda by writing to the clerk.

8.3 Papers that inform agenda items will be sent to governors with the agenda.

9. Late Items/Any Other Business

9.1 The agenda will include ‘Notification of AOB’ immediately after ‘Apologies for Absence’ and any governor wishing to raise an urgent meeting item must give notice at this time.

9.2 The governing body will decide whether any such item is to be discussed or, if appropriate, deferred to a subsequent meeting.

10. Suspension of Governors

10.1 The governing body will suspend a governor for a period of up to six months under circumstances set out in Regulation 25 of the School Governance (Constitution) (England) Regulations 2012 (as amended).

11. Governors’ Expenses

11.1 The governing body will prepare a policy on the payment of expenses of governors in accordance with regulations.

12. Attendance

12.1 The clerk (or person appointed by the Chair in the Clerk’s absence) will keep a record of those governors and all other persons present at meetings of the governing body or any of its committees.

12.2 Where a governor sends an apology for absence with reason, the governing body will decide whether to ‘consent’ to the absence and the clerk will record the decision in the minutes (a copy of the approved draft minutes will be sent as soon as possible to the governor concerned).

12.3 The time of arrival and/or departure of any governor not in attendance throughout any meeting will be recorded in the minutes.

13. Minutes of Meetings

13.1 The minutes of meetings will be kept in a binder on consecutively numbered loose-leaf pages, each page initialled by the person signing them as a true record.

13.2 Any dissenting views will be recorded in the minutes of the meeting, if that is the wish of one or more governors present.

13.3 Action will be taken on the basis of decisions and need not await the approval of the minutes at the next meeting.

13.4 Within 15 school days of the meeting, the draft minutes will be sent by the clerk to the chair and headteacher for checking.

13.5 Copies of the draft minutes, once ‘approved’ by the chair and headteacher, will be sent to all members of the governing body within 30 school days of the meeting.

13.6 The approval of the minutes of the previous meeting will be on the agenda of every meeting of the governing body and once approved as a true record (subject to any agreed amendments) the minutes will be signed and dated by the chair.

13.7 Those matters which the governing body determines shall remain confidential will be minuted separately and such minutes will not be made publicly available.

13.8 Approved draft minutes, and subsequently the approved minutes, will be made available at the school, at all reasonable times, for inspection by anyone wishing to see them.

13.9 Minutes made available for inspection will include papers forming part of the meeting.

13.10 A copy of the signed minutes will be sent to the LA.

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14. Confidentiality of Proceedings

14.1 Details of any dispute, discussion or disagreement should remain confidential to those present at the meeting.

15. Correspondence

15.1 All incoming correspondence to the governing body (other than any concerning a complaint) is for the attention of the whole governing body, even if addressed to the chair and/or the clerk. Significant items will be circulated to all governors as and when received/presented to each meeting of the governing body for action or information as appropriate. The chair will report upon any correspondence on which he/she has already taken urgent action.

15.2 The governing body will determine by resolution who may write letters on behalf of the governing body, either generally or on specific issues.

16. Information and Advice

16.1 The headteacher has a statutory duty to keep the governing body fully informed, and will present a written report to each meeting of the governing body.

16.2 A representative of the LA will be invited to attend meetings in order to inform and advise the governing body when considered appropriate.

16.3 At the autumn term meeting each year the governors will receive details of public examination results taken in the preceding summer term and compare these with the targets set and the previous year's results. Detailed discussion of results may take place in the appropriate subcommittee instead where all governors are invited to attend.

16.4 Where (exceptionally) important information required by the governing body is given orally, it will be recorded in the minutes in appropriate detail.

16.5 Where information required by the governing body is not readily available, reasonable time will be given for its production.

16.6 Where expertise is needed but not available within the governing body, the governing body may consider inviting appropriate non-governors to attend meetings or appointing associate members.

17. Discussion and Debate

17.1 The chair will ensure that all governors enjoy equality of opportunity to express their views.

17.2 The governing body will receive and note, without debate, any decisions on matters which it has delegated to a committee or to an individual. Decisions will be recorded in the minutes.

17.3 Recommendations received from working groups will be recorded in the minutes, together with any related governing body resolution.

18. Decision-making

18.1 Members of the governing body recognise that all decisions must be made by the governing body unless the governing body has delegated the function to a committee or to an individual.

18.2 Only governors present at a meeting may vote; proxy voting is not allowed, except for consideration of a change of name of the school, when special procedures apply.

18.3 A simple majority decides any matter put to the vote. In the event of a tie, the chair has a casting or second vote – except in the case of a selection panel deciding who, if any, candidate to recommend to the governing body for appointment as head/deputy.

18.4 Voting in the election of the chair or vice-chair where there is a contest will be held by secret ballot. Otherwise voting will ordinarily be by show of hands, unless one or more governors request a secret ballot. There is no second or casting vote in the election of chair.

18.5 Decisions of the governing body are binding upon all its members.

18.6 Decisions of the governing body (or of any of its committees) may be amended or rescinded at a subsequent meeting of the governing body only if a proposal to amend or rescind appears as a specific agenda item.

19. Urgent Action

19.1 The chair, or in his or her absence the vice-chair, has authority to take urgent action between meetings only where:

- a delay in dealing with the matter would be seriously detrimental to the interests of the school, a pupil, his/her parents, or a member of staff;
- a meeting could not be called in sufficient time to deal with the matter; and the matter is one which can be delegated to an individual under government regulations.

19.2 If the chair (or vice-chair) takes any urgent action between meetings, the facts will be reported to the next meeting of the governing body.

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20. Public Statements

20.1 Public statements on behalf of the governing body will be made only by those delegated to make them.

21. Access to Meetings of the Governing Body

21.1 Apart from governors, the only people entitled to attend a meeting of the governing body are the headteacher (where he/she has chosen not to be a governor), the clerk and, where appropriate, associate members. No substitute members are permitted.

21.2 Associate members may be required to leave a meeting where matters of a confidential nature relating to individual staff or pupil are discussed.

21.3 When the head Teacher is absent, the deputy or assistant head teacher will attend in his/her place but will have no vote (unless in the long-term absence of the head, the deputy has been appointed acting head teacher).

21.4 The governing body will decide who, other than those entitled to attend, may be admitted to a meeting and which of its meetings, if any; will be open to parents/the public.

21.5 The governing body can require any non-governor present at a meeting to leave at any time.

21.6 If a meeting is to be opened to parents/the public, reasonable notice will be given.

22. Pecuniary and Personal Interest

22.1 The governing body will maintain a register of the pecuniary interests of its members in the form of consecutively numbered loose leaf sheets, each sheet being a statement completed and signed by the relevant governor.

22.2 As appropriate, governors will draw attention to any pecuniary or other personal interest, whether that interest has previously been registered or not.

22.3 Anyone who is ordinarily entitled to attend governing body or committee meetings (that is, governors, members of committees, associate members or head teachers) must withdraw and not vote on the issue if:

- there could be conflict between the interests of that person and the interests of the governing body; or
- where a fair hearing must be given and there is reasonable doubt about the individual's ability to act impartially on any matter.

22.4 When a committee is considering:

- disciplinary action against an employee or against a pupil; or
- a matter arising from an alleged incident involving a pupil; a governor who has declared a personal interest may nevertheless attend the meeting to give evidence if he/she has made relevant accusations, or is a witness in the case.

23. Complaints and Staff Discipline

23.1 The governing body will establish procedures for dealing with general complaints and will abide by the LA's curriculum complaint arrangements.

23.2 The governing body will establish procedures for dealing with staff disciplinary matters and staff grievances.

24. Delegation of Functions

24.1 No action may be taken by an individual governor (including the chair and vice-chair except where acting in accordance with Standing Order 19.1) unless authority to do so has been delegated formally by resolution of the governing body.

24.2 Where required under the school government regulations and in other cases in order to ensure the most efficient conduct of its business, the governing body will:

- delegate work to committees, individual members of the governing body and/or the headteacher, if not a governor;
- set up working groups to provide information and/or make recommendations to the governing body.

24.3 The arrangements for delegating functions will be reviewed annually by the full governing body.

24.4 In delegating functions to individuals, the governing body will have regard to the restrictions set out in the School Governance (Constitution) (England) Regulations 2012 (as amended).

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25. Committees

25.1 Committees to which the governing body has delegated any of its functions will act strictly in accordance with the terms of delegation.

25.2 When establishing committees the governing body will ensure compliance with the regulations concerning the constitution of the committees and will:

- determine the membership (including non-governors where permitted and appropriate);
- determine the reserve membership to cover for the absence of ordinary members;
- allow the committee to elect its chair;
- establish and record terms of reference;
- review the membership and terms of reference annually;
- decide whether or not to confer voting rights on any non-governors for those matters where non-governors are not prohibited from voting under the constitution regulations;
- determine arrangements for reporting back;
- review the need for and the membership of, committees annually; set the quorum for each committee (minimum quorum is 3)

25.3 The headteacher has the right to attend any committee meetings, subject to the statutory rules on withdrawal.

25.4 Associate members cannot vote on issues relating to admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the governing body, and cannot serve on committees relating to staff appointments, grievance, discipline and dismissal.

25.5 The governing body will establish committees for the following purposes:

- a staff dismissal appeal
- a pupil discipline (exclusions)
- staff matters (pay, discipline and grievance)
- pay appeals
- complaints
- performance management of the headteacher

25.6 Where the headteacher has not been delegated the responsibilities, for dismissal of staff under the School Staffing (England) Regulations 2009, a dismissal committee must be appointed.

25.7 All committees with delegated powers will keep formal minutes, and copies will be circulated prior to the next meeting of the governing body

25.8 All meetings of committees will be clerked by a person who is not the head teacher.

26. Working Groups

26.1 In establishing working groups the governing body will:

- determine the membership, including non-governors, and the method of appointing the chair;
- establish and record terms of reference;
- allow working groups to determine their own timetables within given limits;
- determine procedures for reporting back.

26.2 The headteacher has the right to attend any working group meeting.

26.3 Working groups established for specific purposes will be discontinued when their work has been completed.

26.4 All working groups will present a written report, including recommendations where appropriate, to the next meeting of the governing body.

27. Safeguarding Pupils

27.1 All governors on first appointment and at any subsequent re-appointment will be required to undergo checks to determine suitability to have access to children and young people in accordance with any legal requirements or policy of the governing body.

27.2 Any governor refusing to undertake the checks will be disqualified from membership of the governing body.

28. Code of Conduct

28.1 Every governor will be requested to sign the Code of Conduct declaration at first appointment and each subsequent year of appointment at the (autumn) term meeting.

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SCHEME OF DELEGATION

THIS TABLE SHOWS TO WHICH LEVEL THE GOVERNING BODY MAY LEGALLY DELEGATE FUNCTIONS AND INDICATES WHERE POWERS HAVE BEEN DELEGATED ✓

Column blocked off: Function cannot be legally carried out at this level.

***Although decisions may be delegated, the governing body as a whole remains responsible for any decision made under delegation**

Key Function	Tasks	FGB	Committee	Headteacher
Finance	To approve the first formal budget plan each financial year	✓		
	To monitor monthly expenditure.		✓	
	To establish a charging and remissions policy		✓	
	Miscellaneous financial decisions		✓	
	To enter into contracts		✓	
	To make payments		✓ >£5000	✓ <£5000
	Value For money statement			✓
Staffing	Headteacher appointments (selection panel)	✓		
	Deputy appointments (selection panel)	✓		
	Appoint other teachers		✓	✓
	Appoint non-teaching staff		✓	✓
	Agree a pay policy		✓	
	Pay discretions		✓	
	Establishing disciplinary/capability procedures		✓	
	Dismissal of headteacher	✓		
	Dismissal of other staff	✓		✓
	Suspending head	✓		
	Suspending staff (except head)			✓
	Ending suspension (head)	✓		
	Ending suspension (except head)		✓	
	Determining staff complement		✓	
	Determining dismissal payments/ early retirement		✓	

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Finance & Staffing Committee

Membership

The membership of the Finance & Staffing Committee will be chair of finance committee (elected by FGB), chair of governing body, headteacher, chairs of other sub committees, and subject to annual review by the Governing Body. The Head Teacher will automatically be a member. Co-opted members of the Committee may not vote on any matter. The Finance & Staffing Committee will meet at least 5 times per year, prior to the full Governing Body meeting. Additional meetings will be held as and when required, for example to review the end of year financial statement.

Quorum

The quorum will be 3 members.

Procedure

- To elect a Chair and Vice-Chair of Committee annually. (A Governor who is employed at the school cannot be elected Chairperson.)
- To recommend to the Full Governing Body approval of the annual budget plan and cash flow forecasts for the forthcoming financial year.
- To approve all virements.
- To determine the school's financial priorities through the School Improvement Plan.
- To draft and keep under review the staffing structure in consultation with the headteacher.
- To make recommendations to the FGB on staffing needs to meet the requirements of the curriculum.
- To approve procedure for recruitment and appointment of staff.
- To consider applications from staff for secondments or leave of absence.
- To consider and approve policies regarding early retirement and redundancy.
- To follow established procedure when advertising, selecting and appointing new members of staff.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To approve the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.

Meetings

Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee at the school. The clerk cannot be the headteacher. Minutes will be circulated to members within fifteen school days of the meeting, and circulated to all Governors within 30 school days of the meeting.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

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Premises, Health & Safety Committee

Membership

As determined by the full governing body and reviewed at least once per year.

Quorum

Meetings of the committee will not take place or continue unless at least three governor members are present.

Objectives

- To have oversight of the Asset Management Plan.
- To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plants.
- To ensure that there are no shortfalls in the minimum standards laid down, particularly relating to Health & Safety Regulations.
- To administer applications for hire of premises.
- To ensure that the character of the school's building is retained.
- To monitor and approve appropriate expenditure relating to Capital Grants.
- To appoint architects, builders, ground maintenance teams, surveyors etc according to established procedures laid down by school governors and monitor all aspects of their work.
- To monitor aspects of expenditure and control of maintenance and improvement to the school premises.
- To report all aspects of improvement and requirements for the smooth running of the school, in relation to the premises, to the full governing body.
- To make recommendations to the Finance and Staffing Committee on the needs and requirements of the premises.
- To receive reports from the School Business Manager and to delegate power for day-to-day matters to the headteacher.

Meetings

Committee meetings will be held on an as required basis but at least 4 times per year.

A member of the committee or clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within fifteen school days of the meeting, and circulated to all Governors within 30 days of the meeting.

The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the governing body.

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Curriculum Committee

Membership

As determined by the full governing body and reviewed at least once per year.

Quorum

Three governors

Objectives

To consider all detailed matters to the pupils' education and social well-being. To monitor the activities relating to the assessment (including statutory assessments) of children with special educational needs. To ensure that those responsibilities laid down under relevant Education Acts relating to the Conduct of the School and Curriculum are being met. To monitor and assist in the administration of the following:

- the special needs in relation to education and welfare;
- the sex education policy;
- the educational visits;
- the equality policy;
- the school meals;
- pupil disciplinary matters;
- the school uniform;
- the religious education and collective worship;
- the overall school organisation.

Activities

The committee is authorised to carry out the following duties:

1. To ensure the school is meeting the requirements of the National Curriculum.
2. To review when appropriate and make recommendations to the governing body on:
 - the school's curriculum statement;
 - the provision for religious education and collective worship;
 - the equality policy;
 - the assessment arrangements for pupils at the end of each key stage;
 - reporting arrangements to parents.
3. To consult with the Head Teacher, staff, parents the community and relevant bodies, as appropriate, in order to maintain an oversight in, and review of, the above.
4. To assist in the production, review and re-writing of policy documents which cover the delivery of the curriculum and the approaches adopted to teaching and learning within the school.
5. To assist in the production and review of the School Improvement Plan.
6. To deal with any matters that may be referred to the committee by the full governing body.

Meetings

Committee meetings will be held on an as required basis but at least 4 times per year.

A member of the committee or clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within fifteen school days of the meeting, and circulated to all Governors within 30 days of the meeting. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the governing body.

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Pay Panel, Appeals Panel and Head Teacher's Performance Review Panel

Pay Panel

The Governing Body shall establish a Pay Panel to agree and implement the approved Pay Policy in respect of the pay for all teaching staff

Membership

The Staff Pay Panel shall consist of at least three named members of the Governing Body, none of whom shall be employees. The Head Teacher may attend all proceedings of the Pay Panel for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Terms of Reference:

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Head Teacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

Appeals Panel

The Governing Body shall establish a Pay Appeals Panel to deal with all appeals against pay decisions.

Membership

The Pay Appeals Panel shall consist of at least three named members of the Governing Body, none of whom shall be employees or members of the Pay Panel.

The Head Teacher may attend all proceedings of the Pay Appeals Panel for the purpose of providing information and advice (except where the appeal is in respect of his/her own salary, where s/he will attend for the purposes of making his/her case).

Terms of Reference:

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

Head Teacher's Performance Review Panel

The Governing Body shall establish a Head Teacher's Performance Review Panel to annually review the performance of the Head Teacher.

Membership

The Headteacher's Performance Review Panel shall consist of two members of the Pay Panel, as well as the Chair of Governors and an external adviser.

Terms of Reference:

- To carry out the appraisal of the Head Teacher supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose.
- To agree an appraisal report where new objectives are set and assess progress against the previous year's objectives.

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Pupil Discipline Committee

Purpose

To consider any reviews of exclusion decisions by the Headteacher

Membership

The Pupil Discipline Committee shall consist of at least three eligible governors. Every governor other than the Headteacher and staff governor(s) is eligible for membership.

Quorum

Three governors

Meetings

If the exclusion is between six and fifteen days in a term, and the parents request a meeting, then the Pupil Discipline Committee must meet within 50 school days.

The Pupil Discipline Committee must meet to consider exclusions greater than fifteen days in a term, and all permanent exclusions. The meeting must take place between the sixth and the fifteenth school day after the governing body has been notified of the exclusion.

Chair

The Pupil Discipline Committee shall agree a chair for each meeting.

Clerking

A clerk should be present to take notes and can advise on procedure.

Decisions

Any decisions shall be made by a simple majority.

Procedure

The Clerk to the Committee will write confirming the date and time of the meeting and send the paperwork which will be considered at the meeting. The paperwork will include written representation if required. Other paperwork that may be included is:

- witness statements and the child's version of events, if appropriate;
- a behaviour diary and academic reports;
- information on the child's special educational needs;
- if there is an individual education plan this will include the child's difficulties, the school's strategies, support and reviews, and information on other services involved;
- a pastoral support programme which may include the involvement of other agencies for pupils who have been, or are at risk of being, permanently excluded;
- attendance records;
- any other relevant documentation.

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The following people will attend the meeting:

- the governors, one of whom will act as Chair of the Committee. The committee must be quorate (i.e. there must be a minimum of 3 governors);
- a Clerk to take notes and can advise on procedure;
- a Local Authority representative will attend permanent exclusions and exclusions of 16 days or more;
- the headteacher and/or a senior member of staff;
- the parents or carers – accompanied by an advisor if desired;
- the child - unless they are very young or there are strong reasons against them attending, it is important that the child is given every opportunity to have his/her say;
- witnesses may be called to give evidence but do not normally remain for the full meeting.

The meeting will follow a clear agenda which gives everyone an opportunity to have their say.

The agenda for the meeting will be as follows:-

- headteacher's or nominated representative's presentation;
- questions by the parents and governors;
- parents' representation (a friend or representative and your child may also attend);
- questions by the headteacher and governors;
- Local Authority's statement (for permanent exclusions);
- summing up by the school;
- summing up by the parents;
- all parties will leave the governors to discuss the information and make a decision. You will be notified of the governors' decision within one school day.

The Pupil Discipline Committee must consider, on a balance of probability:

- whether the child did what he/she is alleged to have done and what behaviour policies were not followed;
- whether the correct procedures were used;
- the seriousness of the incident, and the appropriateness of the length of the sanction;
- the likelihood of the incident being repeated if the child was allowed to return;
- the fairness of the exclusion in relation to any other pupils involved in the same incident;
- any relevant previous misbehaviour;
- the support provided by the school and for how long it was provided;
- any special educational needs and disabilities the child may have;
- any mitigating circumstances (e.g. being bullied).

The Pupil Discipline Committee's decision will be to:

Uphold the exclusion if it agrees with the headteacher's decision; or

Allow the child to return to school* immediately or on an agreed date. (*This is officially called 'Reinstatement')