LGC Pupil Discipline (Exclusions) Panel Terms of Reference

These Terms of Reference were approved by the Board of Trustees in:	2 September 2026
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	September 2027

Purpose
The purpose of the Pupil Discipline Panel is so that the LGC can fulfil its statutory duty to review all permanent exclusions and some fixed-term suspensions of pupils from school.

Membership
The Pupil Discipline (Exclusions) Panel consists of at least three members of the Local Governing Committee*, none of whom shall be the Headteacher. If any Governor has a connection with the pupil, or knowledge of the incident that led to the permanent exclusion that could affect his or her ability to act impartially, he or she must step down. In some circumstances, Governors from other LGCs within the Trust may be asked to sit on the Committee. Governors should receive appropriate training on the DfE Suspension and Permanent Exclusion guidance 2026 and legal duties involved in the exclusion process; it is recommended that such training is undertaken every two years.

* The Trust has put in place a collaboration agreement with all schools within the Epping Forest Schools Partnership Trust to provide trained Governors to sit on any school's LGC Pupil Discipline (Exclusions) Panel as required.

Quorum
Three

Meetings
Committee meetings will be held as required. The Governance Professional should be mindful when drafting minutes of the meeting that parents are entitled to see them. Confidential minutes will be circulated to members of the committee within ten school days. Minutes should be sent to parents when requested; the decision letter must be sent to the parents in accordance with the deadline as set out in the Trust's Exclusions Policy and in accordance with the DfE Guidance 2026 and without delay. A verbal report, as a confidential item, will be given at the next Local Governing Committee meeting if, and when, the matter has been resolved.

Chair
The Exclusions Panel shall agree a Chair for each meeting.

Clerking
A Governance Professional will take the minutes of the meeting and must **not** be a governor at the school, a member of the Panel or the Headteacher. The Governance Professional must have received the appropriate training within the past two years.

Decisions
Any decisions shall be made by a simple majority.

Control and Procedure
The hearing shall be in person, private and minuted unless a parent requests it to be held via remote access.

The Headteacher is statutorily responsible for determining measures to secure good behaviour. Governors have powers to draw up a written statement of general principles and to provide specific guidance to the Headteacher on particular disciplinary matters. The Headteacher is responsible for putting any general principles set out by the Governors into practice and for dealing with individual cases. The use of corporal punishment is forbidden.

Exclusions Guidance

The Headteacher[1] is the only person with the power to exclude a pupil from the school. In his/her absence, the Acting Headteacher has the right to exclude a pupil from school. A pupil may not be suspended/excluded for an indefinite period; suspension/exclusion must be for a fixed term or permanent period.

Full exclusions guidance is detailed within the Trust's Suspension and Permanent Exclusion Policy which appears on the Trust website. This Policy takes into account the current statutory DfE guidance July 2026.

[1] For our Trust, and throughout this document, 'Headteacher' also refers to the Executive Headteacher in liaison with the Head of School.