



NEWHAM COMMUNITY
SCHOOLS TRUST

NCST - SoD - ToR - School Exclusions Committee

Last updated: March 2022

Applies to: NCST

Approved by: Trust Board, March 2022

1. Terms of Reference - Newham Community Schools Trust - School Exclusions Committee

1.1. Introduction

The Trustees have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Trustees, enabling a quorate decision to be made. Where committees consist of four trustees, and three are present at a meeting, this will enable quorate decision making.

Details of the committees established by the Trust are noted in the Trust's Structure Diagram which forms part of this Scheme of Delegation suite of documents.

Newham Community Schools Trust (NCST) has delegated to the schools the establishment of an Exclusions Committee.

The committee's terms of reference detailed in this document has been designed to ensure that the operation of the committee is accessible, independent and impartial. Although these committees are established at school level, and do not require Trust Board approval (as per the Trust's Scheme of Delegation), the Trust's Exclusions Policy is agreed by the Board to ensure consistency, and the Board thus also has oversight of these terms of reference - which is in use at all NCST Schools. The Trust will monitor the work of the School Committees through a termly report to the Trust Standards Committee.

1.2. Composition and appointment of school exclusion committee members

The relevant school's Local Governing Body will appoint the Exclusion Committee members. The number of members will be at least three, and external advisers will attend meetings where appropriate.

The Local Governing Body will review the committee's membership on an annual basis, but any member can be removed by the LGB at any time.

1.3. Appointment of committee Chair

At its first meeting of each academic year the committee shall appoint a Chair from amongst the members.

1.4. Meetings of the Exclusions Committee

The Exclusions Committee will meet as and when required. The Chair has the power to call a meeting of the committee at any time. All meetings will be clerked by an external clerk.

The quorum for meetings shall be any three members of the committee. Where possible, all members of the committee shall be governors, but the committee shall have the ability to co-opt any member of any

Governing Body of a school part of the Trust, or any Trustee of NCST, to serve as a member of the committee.

In the absence of the Chair, the committee will appoint a Chair for the meeting on that day.

1.5. Delegated responsibilities

The Exclusions Committee is accountable for the powers, duties and responsibilities delegated to them by the Local Governing Body, details of which set out within the Scheme of Delegation.

The primary responsibility of the Exclusions Committee is to ensure, on behalf of the Local Governing Body, that parents have the right to make representations, on behalf of their children, to the school regarding suspensions or exclusions enacted by any Headteacher and that the school's actions are in accord with statutory requirements, and with the ethos of the Trust.

Details of the nature of the role of this committee, and the way in which it operates, are provided in the Trust's Exclusions Policy - which must be read in conjunction with this Terms of Reference.

1.6. Review of the committee's decisions

The committee is aware that, due to the nature of its work, its decisions may be subject to review by an independent review panel (IRP). The composition and operation of any such review panel convened for this purpose is detailed in the Trust Exclusions Policy.

1.7. Review of Terms of Reference

These terms of reference will be reviewed by the Trust Board on an annual basis, but can be revoked or modified by the Trust Board at any time.