



St Edmund's and St Joseph's Catholic Primary Schools



Executive Headteacher: Maria Kemble
Chair of Governors: Mr I Cameron

Terms of Reference Pupil Matters

Admission

- To determine within statutory provisions and the governing Board policy whether any child should be admitted to the school*
- To review admissions arrangements and to make recommendations for changes to the governing Board
- To consult annually before setting an admissions policy (but in community and controlled schools only where the LA has delegated this power to the governing Board)
- To consult annually before setting an admissions policy (VA and Foundation schools)
- Admissions: application decisions (but in community and controlled schools only where the LA has delegated this power to the governing Board)
- Admissions: application decisions (VA, Foundation and special schools)
- To appeal against LA directions to admit pupil(s) (Voluntary, Foundation and special schools; also community and VC schools where LA is the admissions authority)

***cannot be delegated to an individual**

Membership – It is considered good practice to appoint the headteacher onto any admissions committee, but headteachers cannot act in place of the governing Board in determining the school's admissions policy, or in deciding on the admission of any individual child.

Pupil Discipline

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held within 50 school days after receiving notice of the exclusion*)
- To consider the reinstatement of an excluded pupil within 15 school days of receiving notice of exclusion if:
 - the exclusion is permanent;
 - it is a fixed period exclusion which would bring the pupil's total number of school days of exclusion to more than 15 in a term; or
 - it would result in a pupil missing a public examination or national curriculum test
- To ensure that the guidance contained in the 'Exclusion from maintained schools, academies and pupil referral units in England' document is practised in the school, with specific reference to the role assigned to the Governing Board.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Governing Board or relevant committee
- Monitor the impact of funding for pupil premium, looked after children and forces children
- Ensure the requirements of vulnerable groups are met
- To ensure that the requirements of children with SEND are met, as laid out in the code of practice, and receive regular reports from the headteacher of SENDco
- To monitor the arrangements for the celebration of children's achievements

Membership – minimum of 3

NB. The Governing Board may nominate a pool of governors from which three will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

- **Disqualification** – The Headteacher*, any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

These terms of reference agreed by the Governing Board	16/10/2025
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Christopher Oldroyd	G	20/10/2022
Mary Burke Harding	G	17/10/2024
Amanda Takavarasha	G	
Claire Surina	G	19/10/2023
Kate Copeman	Head of School	30/01/2020
Kim Robinson	Staff Governor	17/10/2024

Chair of the Committee	Claire Surina
Clerk to the Committee	
Quorum (minimum of 3, committee can determine higher number)	

Date Committee established	20/01/2020
Date of Review	16/10/2025