

Conduct Panel Terms of Reference

Person responsible for this document:	
UKAT Trust Board	
Reviewed by:	Date:
Julia Culham	October 2023
Approved by:	Date:
Trust Board	17 th October 2023

Cycle of Review:	Annually
Next Review Date:	October 2024
Date Ratified by Trustees:	18 th October 2022
Date Ratified by Trustees:	17 th October 2023

Index

1.	Purpose	3
2.	Membership	3
3.	Quorum	3
4.	Meetings	3
5.	Monitoring	3

1. Purpose

The purpose of the Conduct Panel is to carry out the Governing Body's responsibilities for review of a Principals suspension or permanent exclusion decision.

In the discharge of its function to review suspensions or exclusions the Panel must be aware of its statutory powers and keep in mind the guidance issued periodically by the Department for Education as well as all applicable legislation.

The Conduct Panel will consider:

- Parents' representations about a suspension or permanent exclusion
- Reinstatement of a suspended or permanently excluded student

2. Membership

Three members appointed by the Trust Board, drawn from the agreed Trustee/Governor pool. A chair will be appointed to the Committee prior to the meeting. The Clerk to the Conduct Panel.

3. Quorum

Three Governing Body members two of which must be Trustees.

4. Meetings

The Conduct Panel will meet within the statutory timeframe(s):

- Within 15 Academy 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 students 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 Conduct Panel must take reasonable steps to meet before the date of the examination
- Within 50 Academy days of receiving notice of the suspension or permanent exclusion
 - This is where the suspension(s) will take the students total number of days out of school to above 5 no more than 15 for the term, and the student's parents/carers have requested a Conduct Panel 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.

5. Monitoring

The Conduct Panel will be responsible for:

- Considering the interests and circumstances of the suspended or permanently excluded student, and other student, staff, and Academy community
- Making sure the following are invited to a meeting of the Conduct Panel and allowed to make representations or share information:
 - Parents (and, where requested, a representative or friend) – parents can request that the meeting be held remotely
 - The student
 - The Principal or direct representative of the Principal
 - The student's social worker if they have one
 - The virtual school head (VSH) if the student is a child in care
- Making sure the student or their parents/carers are aware of their right to attend and participate in the Conduct Panel 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