



EXCLUSIONS COMMITTEE

Terms of Reference 2025-2026

Constitution

1. The Board of Directors (the **Directors**) of The Diocese of St Albans Multi-Academy Trust (the **Trust Board**) hereby resolves to establish a Committee of the Trust Board to be known as the Exclusions Committee.

Appointment and Term of Office

2. The Committee will be appointed annually by the Trust Board and shall hold office from the date of their appointment until either their resignation, or their omission from membership of the Committee on subsequent consideration by the Trust Board – whichever occurs first. Additional members may be appointed at any time by the Trust Board.

Membership and Quorum

3. The Committee shall have a minimum of three Trust Board Directors and no maximum. The membership of the committee may include persons who are not Directors, provided that a majority of the Committee are Directors of the Trust Board.

4. The quorum of the Committee is three. Decisions of the committee will be taken by a simple majority vote of those present, with the Chair having a casting vote if required,

5. Only full members of the Committee who have been approved by the Trust Board have the right to vote on any matters. The Committee may invite attendance at meetings from persons who are not members of the Trust Board or Committee members to assist or advise on a particular matter or range of issues. Such persons shall not be entitled to vote.

6. The Trust Board will appoint one of the members of the committee as Chair – this person must not be employed by the Trust. The Trust Board may remove/replace the Chair during the term of office.

7. The CEO will appoint a clerk to the committee.

Meetings

8. The Committee will not meet regularly as a committee but will form panels to consider the suspensions or exclusion of pupils within Trust schools. Panels will be formed in line with the requirements of DfE guidance on 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'.



Duties

9. The Exclusions Committee is responsible for:

- convening panels within the statutory timeframes to consider the suspensions or exclusion of pupils within Trust schools. Panels will be formed in line with the requirements of DfE guidance on 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'.

10. The panels will:

- consider suspensions and exclusions in line with the DfE guidance on 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement' and with due consideration of Trust policy and guidance.
- reconvene where an Independent Review Panel recommends or directs that the governing body reconsiders its decision. Such a meeting will be held within the statutory timeframes set out in the DfE guidance.

11. All members must undertake formal training as agreed with the Head of Governance and Onboarding before serving on a panel convened by this committee.

Review

12. The Trust Board will review these Terms of Reference annually at the beginning of each academic year.