WESLEY COLLEGE SCHOOL BOARD

SUSPENSION MEETING PROCEDURE
(Safe School Child Protection Policy Guideline 6)

Refer MOE Guidelines SSEE 03/07

INTRODUCTION

The rules [Education (SSEE) Rules 1999] allow for the Board to decide on the process that it will use to arrive at its decision on the outcome of a suspension meeting.

This procedure establishes the process the Board's Discipline Committee will adopt for any suspension meeting.

PROCEDURE

1. Prior to the commencement of the meeting the Principal's report, the incident report or the record of continual disobedience, as the case may be, a context report detailing any prior counselling and guidance given to the student (s77) and communication with the parent/s that has taken place (s77), and any other relevant information, will be provided to the committee members.

2. If the parent/s fail to attend the meeting but there is a genuine reason for not doing so, the meeting will be convened and the suspension extended to a future suitable date, otherwise the meeting will proceed in their absence.

3. The quorum for the Committee shall be three (3) members.

4. The Chairperson will introduce the Discipline Committee, and invite the student, the parents and their representatives to introduce themselves. The Chairperson will record the attendees and ensure that minutes are being kept.

5. Where appropriate and manageable, a person fluent in the home language of the parent(s)/caregiver(s)/ student will have been arranged to attend the meeting to provide translation.

6. The meeting may be constituted with prayer.

7. The Chairperson will ascertain whether there are any objections from the student/parents/representatives to any committee member(s) being involved in the meeting.

8. The Chairperson will explain the meeting procedure to be followed.

9. The Chairperson will establish that the required information has been received by the parent(s)/caregiver(s) within the prescribed 48 hour timeframe.

10. The issue from the Principal's report will be presented.
11. The issue from the student's perspective will be presented by those who wish to contribute.

12. The Chairperson will adjourn the meeting on the request of the student, a parent or any member of the Committee, as a result of new information being introduced at the meeting, which the person making the request needs time to consider (Rule 16).

13. The Committee will retire to determine the facts from the information presented.

14. The Committee will then determine whether the matter:
    a. was fairly investigated
    b. amounts to the s14 statutory category alleged
    c. was appropriately responded to; and
    d. warrants further action under s15 or s17, and if so what.

15. The Committee have four options available to them:

    a) To reinstate;
    b) To reinstate with conditions;
    c) To extend the suspension for a reasonable period; or
    d) To exclude / expel from Wesley College

16. If further action is considered warranted the Committee will consider all s15 or s17 options available and in doing so will consider whether:
    a. The school has fulfilled "its side of the bargain"
    b. Has done everything it should
    c. Has done everything it reasonably could
    d. There has been a record of what has been done previously.

17. If the Committee reinstates with conditions, the conditions will be specific and reasonable, they will be able to be met by the student and parents and be seen by the Board to have been met.

18. Exclusion and expulsion are the response of last resort. They are serious outcomes, which can have far-reaching consequences for the student (and other members of the student's family). They will be made only after considering all the implications for the educational future and life chances of the student.

19. The Committee may exclude or expel a student by majority decision.

20. The Chairperson will record in the minutes (sample minutes form attached) the Committee's findings of fact, the decision and the reason the action ultimately taken was adopted and the other options were not.

21. The Chairperson will deliver the minutes to the Principal and table a copy in the In-Committee section of the next meeting of the Board.

The Wesley College School Board approved this policy on 4 June 2020.
This policy will be reviewed on /before the June meeting 2023.

CHAIRPERSON