

**RANGIORA NEW LIFE SCHOOL
BOARD OF TRUSTEES DISCIPLINE COMMITTEE
SUSPENSION MEETING AGENDA**

DATE: _____

TIME: _____

VENUE: _____

PURPOSE OF MEETING: _____

1. Welcome / Introduction

2. Bible Reading / Prayer

3. Legal Formalities:

a) Status of meeting.

The Board Discipline Committee is legally constituted and operates in accordance with the relevant sections of the Education Act 1989 and the Education Amendment Act 1998. This meeting has "in committee" status.

b) Check of Statutory obligations

- This meeting is held within 7 school days of the date of suspension.
- The Principal has let the parties know in writing about the time and place of meeting.
- The Principal has provided at least 48 hours before the meeting, information about meeting procedure, his report, copies of any other material about the suspension that is to be presented at the meeting, information about the suspension options available to the Board and advice that the family, the child and any other representatives or advocates may attend the meeting and speak at the meeting.

c) Declaration of any conflicts of interest

d) Are the family and/or their representative(s) satisfied with the process of handling the situation to date? Is there any reason why the meeting cannot proceed as the agenda outlines?

4. Presentation of Principal's Report

5. Discussion

6. Board Committee retires to consider decision (in committee)

7. Decision delivered and appropriate action plan established.

8. Close