HAZELMERE JUNIOR SCHOOL

DISCIPLINARY AND DISMISSAL COMMITTEE
TERMS OF REFERENCE 2018-2019

Purpose

To consider disciplinary and other matters and dismissals where these functions have not been delegated to the Headteacher under the Staffing Regulations 2009 as amended (maintained schools), or in the case of discipline, where those with powers to hear cases have had detailed prior involvement or where the case involves those persons.

Membership

The Committee shall consist of at least three eligible governors. Every governor (other than the Headteacher and staff governors) is eligible for membership. Associate Members are eligible for membership of this committee (maintained schools only).

Anyone involved in the investigatory stage may not be involved in making decisions at any subsequent hearing.

The Committee may have an adviser at all meetings. The adviser is not eligible to vote.

(If two or more neighbouring schools wish to create a joint ''Disciplinary and Dismissal Committee'', to deal with matters relating to staff appointed to work across their schools or to provide impartiality in dealing with other cases, they may do so under the School Governance (Collaboration)(England) Regulations 2003 as amended. Such a joint committee does not exist in its own right, but acts under delegated powers from the collaborating Governing Bodies (maintained schools)).

Quorum

Three

Meetings

The Disciplinary and Dismissal Committee shall meet on an as required basis.

Chair

The Committee shall agree a chair for each meeting.

Clerking

The clerk must be a person who is not a governor of the school, an Associate Member or the Headteacher. This committee will be clerked by the school's Clerk to Governors.

Decisions

Any decisions shall be made by a simple majority.
The employee shall have the right of appeal against any decision of the Disciplinary and Dismissal Committee.

Procedures

All hearings shall be held in accordance with the relevant policy.