

1 Agenda for a disciplinary hearing

1. Introductions

- 1.1. Having agreed the order of the agenda with all present, the executive headteacher/headteacher/chair introduces her/himself and allows an opportunity for all others present to do so.

2. Nature of the complaint

- 2.1. The executive headteacher/headteacher/chair checks that all parties have the relevant documents and identifies the specific complaint.

3. Presentation by management

- 3.1. The executive headteacher/headteacher or line manager presents the management's case. Witnesses¹ are called.

4. Questions by member of staff

- 4.1 The member of staff and/or companion may question the management and witnesses.

5. Questions by committee members/executive headteacher/ headteacher

- 5.1. Members of the committee/executive headteacher/headteacher may question the executive headteacher/headteacher or line manager representing the management and the witnesses.

6. Presentation by member of staff

- 6.1. The member of staff concerned and/or companion presents their case. Witnesses may be called.

7. Questions by school management

- 7.1. The executive headteacher/headteacher or other senior manager may question at this point in the procedure.

8. Questions by committee members

- 8.1. Members of the committee may question the member of staff and the witnesses.

9. Final statement by management

- 9.1 The executive headteacher/headteacher or line manager may make a final statement.

10. Final statement by member of staff

- 10.1. The member of staff and/or companion may make a final statement.

- 10.2 The parties then withdraw to allow the committee to discuss the findings and come to a decision. The clerk to the committee will remain, as will any Diocesan Board or LA representative. The parties are usually asked to remain available for a short time in case the committee needs to clarify any point (see Part D, pp. 22-3).

¹ Witnesses will normally only be present during a hearing to give their evidence and will then withdraw

2 Agenda for disciplinary appeal

1. Introductions

- 1.1. Having agreed the order of the agenda with all present, the chair introduces her/himself and allows an opportunity for all others present to do so.

2. Nature of the complaint

- 2.1. The chair checks that all parties have the relevant documents and identifies the specific complaint.

3. Presentation by appellant

- 3.1. The appellant presents their grounds for appeal

4. Questions by chair of initial panel

- 4.1 The chair and or management representatives may question the appellant.

5. Questions by committee members

- 5.1. Members of the committee may question the appellant

6. Presentation by chair of initial disciplinary panel

- 6.1. The chair of the first panel presents their case, detailing the reason for their decision to issue the sanction

7. Questions by the appellant

- 7.1. The appellant may question the chair of the initial panel

8. Questions by committee members

- 8.1. Members of the committee may question the appellant.

9. Final statement by management

- 9.1 The chair of the initial panel may make a final statement.

10. Final statement by member of staff

- 10.1. The appellant may make a final statement.

- 10.2 The parties then withdraw to allow the committee to discuss the findings and come to a decision. The clerk to the committee will remain, as will any Diocesan Board or LA representative. The parties are usually asked to remain available for a short time in case the committee needs to clarify any point (see Part D, pp. 22-3).