Staff Disciplinary and Dismissal Panel Terms of Reference

Purpose
To consider disciplinary and other matters and dismissals where these functions have not been delegated to the Headteacher under the Trust's Scheme of Delegation 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 Panel shall consist of at least three eligible governors who have not been involved at any previous stage of the process. Every governor (other than the Headteacher and staff governor) is eligible for membership.

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

The Panel may have an advisor at all meetings. The advisor is not eligible to vote.

Schools within our Trust may ask Governors from another LGC to sit on this panel to provide impartiality in dealing with cases, if required.

Quorum
Three

Meetings
The Staff Discipline and Dismissal Panel shall meet on an 'as required' basis. Meetings can be held face to face or virtually with the consent of the Chair and the agreement of the employee.

Chair
The Panel shall agree a chair for each meeting.

Clerking
The Clerk to the Panel must be a person who is a Governance Professional and not a Governor of the school, a member of staff or the Headteacher.

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 Panel.

Procedures
All hearings shall be held in accordance with the Trust's Discipline and Dismissal Procedure and legislation.