**BEAM COUNTY PRIMARY SCHOOL**

**Disciplinary and Dismissal Committee – Model Terms of Reference**

**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 who have not been involved at any previous stage of the process. Every governor/trustee (other than the Headteacher and staff governor(s) 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 advisor at all meetings. The advisor is not eligible to vote.

**Quorum**

Three

**Meetings**

The Staff Disciplinary and Dismissal Committee 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 Committee shall agree a chair for each meeting.

**Clerking**

The clerk to the committee must be a person who is a Governance Professional and not a *governor* of the school(s), an Associate Member, Headteacher or a member of staff.

**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 policies, procedures, guidance and legislation.