



## Alpha Trust Disciplinary and Dismissal Committee

### Terms of Reference

#### General Terms:

- To consider disciplinary and other matters and dismissals where these functions have not been delegated to the Principal under *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 Committee shall consist of at least three eligible governors or trustees. Every governor or trustee (other than the Principal and staff governor(s)/trustees(s)) is eligible for membership.
- 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

#### Appointment of Chair:

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

#### Quorum:

- Three members of the committee.

#### Meetings:

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

#### Clerking:

- The clerk to the Disciplinary and Dismissal Committee must be a person who is not a governor or Trustee of the school(s) or the Principal.

#### General

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

Approved 15 July 2020