



CARDINAL POLE CATHOLIC SCHOOL

Disciplinary Committee - Terms of Reference

The Panel shall consist of not less than three members of the Governing Body who will not have prior knowledge of the case to be decided. None of whom shall be the Headteacher.

General Responsibilities:-

To deal, in the first instance, with all disciplinary matters, both staff and student in line with school policy.

Specific Responsibilities:-

Student:

- a) To be informed by the Headteacher of any exclusion for more than fifteen days in total in any one term or where a pupil loses an opportunity to take a public examination because of her/his exclusion and of the reasons for the exclusion.
- b) To be informed by the Headteacher for all permanent exclusions within five working days.
- c) Where the Headteacher has decided to institute permanent exclusion, to decide whether the Headteacher should re-consider her decision, irrespective of any representation from the parents.

Staff:

- a) Consider such staff disciplinary cases as may be referred to the committee by the Headteacher or as members of the committee may decide.
- b) Where the Headteacher has suspended a member of staff, issued a final written warning or dismissed a member of staff, to consider the case in question in line with the Grievance and Disciplinary Procedures.
- c) Terminate the employment of any person employed at the school as requested by the Headteacher or as determined by the committee.
- d) Suspend the Headteacher for misconduct or other urgent cause.
- e) To resolve any grievance which cannot be resolved by the senior management team.
- f) To consult with staff organisations where appropriate.