**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. Witnesses[[1]](#footnote-1) 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).

 **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).

1. Witnesses will normally only be present during a hearing to give their evidence and will then withdraw [↑](#footnote-ref-1)