

## **Committee – Discipline, Dismissal and Attendance Terms of Reference (2024-2025)**

### **Overview**

1. The Discipline, Dismissal and Attendance Committee, which covers issues relating to the Pupils and Staff at Royal Cross, will meet as required. Notes shall be prepared and presented to the next meeting of the Governing Body.
2. There will be at least 3 Members of the Governing Body on the Committee; none of whom will be employed by the School. The Chair of the Committee will be elected by the Committee.
3. The quorum shall be a minimum of 3, including Staff and Governors. Committee Members must be impartial and have no prior involvement with the issue or the circumstances surrounding it. The Headteacher can only attend to give advice, present the case or appear as a witness.

### **Responsibilities**

4. The main responsibilities of the Discipline, Dismissal and Attendance Committee are as follows:

- To investigate issues related to Discipline, Dismissal or Attendance which are referred to them by the Full Governing Body or Local Authority.
- To make recommendations to the Governing Body on changes to the Behaviour Policy/Anti Bullying Policy, or other Policies as appropriate, as required once any investigations have been completed.
- To deal with cases of fixed period or permanent exclusion of Pupils from Royal Cross in accordance with the prescribed procedures.

*(NB: In all cases, parents have a right to make representation and may, if they wish, be accompanied by a friend.)*

5. It should be noted that the Headteacher is responsible for operational matters and as such the management of the School Staff. As such the Discipline, Dismissal and Attendance Committee should not become involved with issues that are within the responsibility of the Headteacher.

### **Responsibilities of the Committee**

6. The Discipline, Dismissal and Attendance Committee will be responsible for the following:
  - To consider the circumstances surrounding an appeal.
  - To seek advice as required.
  - To weigh the evidence presented.
  - To reach a conclusion based on the evidence presented.
  - To take any necessary action based on the conclusion reached.

## **Responsibilities of the Chair of the Committee**

7. The Chair of the Committee has a key role in ensuring that:
- The remit of the Committee is explained to the Parties and that each Party has the opportunity of putting their case without undue interruption.
  - Key issues are addressed.
  - Key findings of fact are made.
  - Individuals who may not be used to speaking at such a hearing are put at ease.
  - The rules of natural justice are followed.
  - The Complainant is notified of the Panel's decision, in writing, with details of any further Rights to Appeal.
  - The Governing Body are notified of any changes to procedures or reviews of policies recommended by the Complaints Appeals Committee.

### **Update and Approval**

8. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.