

Date ratified at
Directors Meeting
15 July 2019

St John the Baptist

Review
Resources Committee



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

PROCEDURE AT DISCIPLINARY AND APPEAL COMMITTEE HEARINGS



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Procedure at Disciplinary Committee Hearings
where the Headteacher (includes Executive Headteacher or Head of School) is
hearing the case:

Typical Attendees:

- Headteacher hearing the case
- HR Advisor to the Headteacher
- Employee
- Employee's Companion / Representative (at the Employee's request)
- Investigating Officer
- Advisor to the Investigating Officer (at the request of the Investigating Officer)
- Witnesses (where requested)

1. The Headteacher should then introduce those present and explain the purpose of the hearing. The Headteacher must state clearly the issue(s) for consideration at the hearing.
2. The Investigating Officer, or his/her adviser, should outline the case against the employee, calling on any witnesses and documentation available.
3. For each witness called by the Investigating Officer, the employee (or his/her companion) should be given the opportunity to ask questions and the Headteacher and their adviser should be given the opportunity to ask questions. The Investigating Officer, or his/her adviser, then has the opportunity to re-examine the witness.
4. On the conclusion of the Investigating Officer's presentation, the employee, or his/her companion, should be given the opportunity to ask questions.
5. The Headteacher and their adviser should be given the opportunity to ask questions of the Investigating Officer.
6. The employee, or his/her companion, should then outline his/her case, calling on witnesses and documentation if these are available.
7. For each witness called by the employee, the Investigating Officer (or his/her adviser) should be given the opportunity to ask questions and the Headteacher and their adviser should be given the opportunity to ask questions. The employee or his/her companion, then has the opportunity to re-examine the witness.
8. On the conclusion of the employee's presentation, the Investigating Officer, or his/her adviser, should be given the opportunity to ask questions.
9. The Headteacher and their adviser should be given the opportunity to ask questions.
10. The employee, or his/her companion, should be given the opportunity to call on his/her witnesses again.
11. The Investigating Officer, or his/her adviser, should make a closing statement.
12. The employee, or his/her companion, should make a closing statement.

13. The Headteacher should call an adjournment to enable the Headteacher to discuss the case with their adviser and reach a decision.
14. Should the Headteacher require further information or clarification, both parties to the hearing should be recalled.
15. The Headteacher should reconvene the hearing with both parties present to inform the employee and his/her companion of the decision of the Headteacher and the right of appeal, if applicable.
16. The Headteacher may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for an adjournment may be granted at the discretion of the Headteacher.
17. If the Headteacher determines that the employee should be dismissed with notice, the Headteacher should confirm this in writing within five working days to the employee and explain the right of appeal to the Employee and notify the Local Governing Body.
18. The Headteacher will maintain confidentiality and there will be no discussion about the case with others, including members of the Local Governing Body or Directors.

Procedure at Disciplinary Hearings where a Panel of 3 LGB members or 3 Directors is hearing the case and Procedure at Appeal Hearings

Typical Attendees:

- Committee of 3 LGB members or 3 Directors hearing the case
 - HR Advisor to the Committee
 - Employee
 - Employee's Companion / Representative (at the Employee's request)
 - Headteacher
 - HR Advisor to the Headteacher
 - Witnesses (many include the Investigating Officer in cases of Appeals)
1. The Committee should elect a Chairman who should then introduce those present and explain the purpose of the hearing. The Chairman must state clearly the issue(s) for consideration at the hearing.
 2. The Headteacher, or his/her adviser, should outline the case against the employee, calling on any witnesses and documentation available.
 3. For each witness called by the Headteacher, the employee (or his/her companion) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The Headteacher, or his/her adviser, then has the opportunity to re-examine the witness.

4. On the conclusion of the Headteacher's presentation, the employee, or his/her companion, should be given the opportunity to ask questions.
5. The members of the Committee and their adviser should be given the opportunity to ask questions of the Headteacher.
6. The employee, or his/her companion, should then outline his/her case, calling on witnesses and documentation if these are available.
7. For each witness called by the employee, the Headteacher (or his/her adviser) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The employee or his/her companion, then has the opportunity to re-examine the witness.
8. On the conclusion of the employee's presentation, the Headteacher, or his/her adviser, should be given the opportunity to ask questions.
9. The members of the Committee and their adviser should be given the opportunity to ask questions.
10. The employee, or his/her companion, should be given the opportunity to call on his/her witnesses again.
11. The Headteacher, or his/her adviser, should make a closing statement.
12. The employee, or his/her companion, should make a closing statement.
13. The Chairman should call an adjournment to enable the members of the Committee to discuss the case with their adviser and reach a decision.
14. Should the members of the Committee require further information or clarification, both parties to the hearing should be recalled.
15. The Chairman should reconvene the hearing with both parties present to inform the employee and his/her companion of the decision of the Committee and the right of appeal, if applicable.
16. The Chairman may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for an adjournment may be granted at the discretion of the Committee.
17. If the Committee determines that the employee should be dismissed with notice, the Chairman should confirm this in writing within five working days to the employee and explain the right of appeal. (Note – for Appeal hearings there will be no further right of appeal beyond the hearing).
18. The Governors on the Committee will maintain confidentiality and there will be no discussion about the case with others, including other members of the Governing Body or Directors.