

### **Order of Proceedings – Disciplinary Appeal Hearing**

The conduct of the hearing will be the responsibility of one of the members of the Governors' Appeals Panel, elected to act as its Chair.

The order of proceedings can be adjusted to suit the circumstances if necessary, in consultation with the parties, providing the overall principles, aimed at securing a fair hearing, are adhered to.

1. Chair introduces all those present and outlines purpose of hearing and any procedural arrangements.
2. The employee (and/or representative) presents his/her case.
3. The Headteacher and/ or chair from the 1st Hearing have the opportunity to question the employee.
4. The Panel have the opportunity to question the employee.
5. The Headteacher/or chair from the 1st Hearing the case for action against the employee and the reasons for the level of action taken.
6. The employee (and/or representative) has the opportunity to question the Headteacher/spokesperson.
7. The Panel have the opportunity to question the Headteacher/spokesperson.
8. The Headteacher// or chair from the 1st Hearing to summarise the case.
9. The employee (and/or representative) is invited to summarise the case and make any closing remarks.
10. All persons withdraw, other than the Panel, the Clerk and any professional advisers present, while the Panel deliberates.
11. The parties may be either released or recalled to clarify any points of uncertainty.
12. Where the Panel cannot reach a decision before the parties are released, the parties will agree how the decision will be communicated. In any event, formal notification of the outcome will be sent in writing within 5 working days of the hearing.