



## Policy Statement: Governance

# Terms of Reference – Discipline Committee

### Purpose

The Discipline Committee is responsible for overseeing disciplinary matters and advising the board on matters relating to student and staff discipline at Thames High School.

### Membership

The membership of a student or staff disciplinary committee is open to all board members excluding the principal (as the principal in most instances has been a 'witness' or they implemented the initial process which has now escalated to the board).

A discipline committee will be formed as required, or the board may determine to have a standing student discipline committee and cover any absences of members from other members to achieve the required quorum.

### Student Discipline:

The quorum, and therefore minimum membership, shall be three members, including at least two parent (or co-opted) members, unless this cannot be achieved in the required timeframe. The membership of the discipline committee shall be determined by chair of the committee, or – if it not a standing committee - by the presiding member or, in their absence, the deputy presiding member.

The principal has a different role during the discipline process, so cannot be considered to achieve the required quorum.

### Staff Discipline:

A staff discipline committee will be formed as required. The membership of the committee will be determined by the board.

The quorum, and therefore minimum membership, shall be three members, including at least two parent (or co-opted) members, unless this cannot be achieved in the required timeframe. In lieu of a schedule board hui to form a committee, the committee is formed by means of a special hui, where normal quorum guidelines apply.

### Delegated Authority

The committee is delegated authority by the Board to determine the outcome of student disciplinary meetings and to investigate staff disciplinary matters.

Any staff discipline matter that is determined to go beyond an investigation, is considered and determined by the full board, and following the required procedures.

## Guidelines

1. Meet within statutory time limits whenever notified of a student suspension.
2. For a student discipline meeting, the principal may opt to not be involved or have another staff member available to the committee for questions or clarifications.
3. The committee must report, with required documentation of outcomes to the Ministry and relevant parties.
4. Investigate staff disciplinary matter when required by the board presiding member and/or principal as per the [Investigating a Complaint or Serious Allegation policy](#): "all concerns about staff conduct ..., and managed through the concerns and complaints procedure".
5. Ensure meetings are held in-committee and complete confidentiality is maintained, as personal circumstances are discussed, and how the outcomes were reached subject to privacy guidelines.
6. Members must declare any conflict of interest, and if deemed to be an issue must stand down from the committee.
7. Ensure the school meets its statutory obligations as per the Education and Training Act 2020 and the provisions of the Ministry of Education guidelines.
8. Frequency of Meetings: As required.

Approved: 26 February 2024

Next Review: 2025



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Signed by Presiding Member on behalf of the School Board

Updated: July 2023