**Governors Discipline Committee Meeting Suggested Agenda**

* Introduction by Chair of the Committee and explanation of procedures
* Submission by the headteacher
* Questions by governors
* Questions by parents/carers
* Questions by LA
* Submission by parents/carers
* Questions by governors
* Questions by headteacher
* Questions by LA
* LA Statement (where LA represented)
* Questions by governors
* Questions by headteacher
* Questions by parents/carers
* Summing up by headteacher including any responses necessary following the LA Statement
* Summing up by parents/carers
* **All parties, except clerk and governors, leave the meeting**
* Decision by Governors Discipline Committee (GDC)

At no time either before, during or after the GDC meeting should any of the parties remain alone with the governors in the absence of the other parties (*The Guidance* Part 10, paragraph 222).