Management Committee Terms of Reference

Membership
Membership of the committee comprises the following Governors:

- Chair of Governing Body
- Vice Chair of Governing Body
- Chair of Staff & Student Matters Committee
- Chair of Curriculum Committee
- Chair of Facilities & Finance Committee
- Headteacher

Also in attendance:

- Deputy Headteachers
- Business Manager
- Clerk to the Governing Body

The Chair of the Committee is, by virtue of their position, the Chair of Governors.

A quorum shall be 50% of the current membership rounded up to a whole number.

Meetings
Meetings will be held at least 4 times per academic year, and at least termly, in accordance with the published calendar of Governing Body meetings.

Terms of Reference
The terms of reference will be reviewed at the first meeting of each academic year.

Responsibilities
To act on behalf of the full Governing Body in relation to the consideration of major issues which span more than one Committee or do not fall within the remit of any Committee and where necessary either:

a) Make recommendations to the Governing Body or
b) Take decisions on behalf of the Governing Body when delegated.

Duties
The duties of the Management Committee shall be to:

1. Consider and determine urgent issues which arise between the scheduled Governing Body meetings.

2. Review from time to time the structure and operation of the Committees.

3. Consider issues relating to the effective operation of the Governing Body as a whole and to plan its activities and workload.

4. As a specifically delegated function of the Governing Body, to determine annually the criteria for the review of the salaries of the Senior Leadership Team, to set targets, to undertake reviews of performance, and to determine their salaries and structure.

5. Appoint the Headteacher and other members of the SLT when required.

6. Approve the Annual Company Accounts on behalf of the Full Governing Body.

7. Approve the annual cost of living pay increase for staff in line with the current School Teachers' Pay and Conditions Document and Local Government Pay Scale guidance.

8. Work with the Full GB to determine the overall strategic direction of the School and then implement and oversee the agreed strategy.

Accountability

The Management Committee is accountable to the Full Governing Body. A report (including minutes) from the Management Committee shall be a standing agenda item at calendared meetings of the Full Governing Body.

Approved by the Management Committee on 23rd September 2022
Approved by the Full Governing Body on 20th October 2022