

Management Committee Terms of Reference

Membership

Membership of the committee comprises the following Trustees:

- Chair of the Academy Board
- Vice Chair of the Academy Board
- 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 Academy Board

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

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 Academy Board 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 Academy Board 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 Academy Board or
- b) Take decisions on behalf of the Academy Board when delegated.

Duties

The duties of the Management Committee shall be to:

1. Consider and determine urgent issues which arise between the scheduled Academy Board meetings.

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2. Review from time to time the structure and operation of the Committees.
3. Consider issues relating to the effective operation of the Academy Board as a whole and to plan its activities and workload.
4. As a specifically delegated function of the Academy Board, 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 as delegated by the Academy Board.
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 Academy Board 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 Academy Board. A report (including minutes) from the Management Committee shall be a standing agenda item at calendared meetings of the Academy Board.

*For Approval by the Management Committee on 27th September 2024
Approved by the Full Academy Board on 13th October 2023*