

FOUNDRY COLLEGE

Terms of Reference for the Management Committee

The Management Committee will meet at least once a term and more often if necessary.

A quorum consists of one half (rounded up to a whole number) of the complete membership of the Management Committee, excluding vacancies. Decisions can only be taken if a quorum is present. Non-voting members may be invited to attend meetings but must withdraw if confidential matters are to be discussed.

Objectives:

- To ensure clarity of vision, ethos and strategic direction
- To oversee the financial performance of the college and make sure money is well spent
- To act as critical friends to the college
- To improve communications with the community and ensure the college's profile is raised
- To hold leaders to account for the educational performance of the College and its pupils, and for the appraisal of staff.

Functions:

- To set aims and objectives for the college
- To agree, monitor and review policies, targets and priorities for developments
- To build links with the parents, schools, other support services and the local community

Strategic Tasks:

- Approve the College Improvement Plan and regularly monitor and evaluate this and pupil progress
- Review on a regular basis the college self-evaluation judgements and evidence collected
- Receive reports from named members or committees to whom responsibilities have been delegated and consider whether any further action by the Management Committee is necessary*

Critical Friend Tasks:

- Receive a report from the Headteacher at least once per term
- Recognise and celebrate successes of pupils and staff
- Parent, pupil and staff consultations and surveys

Accountability Tasks:

- To ensure compliance e.g. policies/website
- Prepare for inspections and agree the college's response following an inspection
- Agree publication of information required by college
- Represent the college in the community

Constitutional Tasks:

Agree constitutional matters*, including procedures where the Management Committee has discretion (guidance on MCs for pupil referral units from DfE—constitution and rules and responsibilities 2009. All the following are tasks with decision level 3 and 4 (unless otherwise stated) and additional legislation April 2013)

- Recruit new community and sponsor members as vacancies arise and to appoint new members* where appropriate
- Appoint or remove the Chair and Vice Chair*
- Appoint or remove a Clerk to the Management Committee*

- Establish the committees of the Management Committee and their terms of reference, and review annually*
- Appoint the Chair of any committee (*if not delegated to the committee itself*)
- Appoint or remove a Clerk to each committee*
- Suspend a community or sponsor member*
- Decide which functions of the Management Committee will be delegated to committees, groups and individuals and review annually*
- Be responsible for quality of education – the intent, implementation and impact of the curriculum
- To promote the well-being of pupils including all aspects of safeguarding
- To review use of exclusion where a pupil would lose the opportunity to sit a public examination
- To direct reinstatement of excluded pupils (can be delegated to Management Committee chair/vice chair in cases of urgency)
- To set the times of college sessions and the dates of INSET_Days
- To ensure that the college meets for agreed number of sessions in a school year
- Plan the Management Committee timetable annually

*Matters marked * cannot be delegated to either a committee or an individual

Committees:

The Management Committee has two sub-committees:

- Teaching and Learning Committee (T & L)
- Resources Committee (RC)

The terms of reference of these committees are approved annually by the Management Committee and include definitions of the areas of responsibility of each committee.

The above ToR are based on DfE guidelines 2009 and April 2013

Note

1. LA has responsibility for the College's premises except to ensure that H&S regulations are followed

REVIEW

Terms of Reference to be reviewed annually and approved by the Management Committee.

CREATED: September 2021
APPROVED: Management Committee
NEXT REVIEW: September 2022

Signed.....Suzanne Richards..... Dated6 December 2021.....

Appendix 1

The Role of the Chair of the Management Committee

- To ensure the business of the Management Committee is conducted properly, in accordance with legal and good practice requirements.
- To set the agenda for MC meetings and to work with the clerk to make sure it and other necessary information is distributed in good time for governors to discharge their duties
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making
- To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the MC acts as a sounding board to the Headteacher and provides strategic direction
- To work with the LA to ensure the MC fulfils all advisory roles

Disqualification – the Headteacher, Staff Members, Pupils,

The Role of the Vice-Chair of the Management Committee

The vice chair will act as the chair of the Management Committee:

- When requested to do so by the chair
- When all reasonable attempts to contact the chair have failed and the Headteacher deems it necessary for the chair to act, or
- When the chair is unable to act by reason of incapacity

The Role of the Clerk to the Management Committee

- To work effectively with the Chair of the MC, the other members and the Headteacher to support the MC
- To advise the MC on Constitutional and Procedural Matters, duties and powers
- To convene meetings of the MC
- To attend meetings of the MC and ensure minutes are taken and distributed to members
- To maintain a register of members of the MC and report vacancies to the MC
- To give and receive notices in accordance with relevant regulations
- To perform such other functions as may be determined by the MC from time to time

Disqualification – Members, Associate Members, the Headteacher

The Role of the Chair of a Committee

- To ensure the business of the Committee is conducted properly, in accordance with legal requirements
- To set the agenda for the committee meeting and to work with the clerk to make sure it and other necessary information is distributed in good time for governors to discharge their duties
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making

Disqualification – none. Good Practice dictates that the Headteacher should not chair a committee

The Role of the Clerk to Committees

- To advise the Committee on procedural and legal matters
- To convene meetings of the Committee
- To attend meetings of the Committee and ensure minutes are taken and distributed
- To perform such other functions with respect to the Committee as may be determined by the MC from time to time

Disqualification – the Headteacher