

# THE GOVERNING BODY OF DUNRAVEN SCHOOL

## MANAGEMENT COMMITTEE

### Terms of Reference

#### 1. Legal Basis

The committee is formed under Part VI, Regulation 46 of the of Education (School Government) (England) Regulations 1999 and the Education (School Government) (England) (Amendment) Regulations 2000. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part V Sections 41 and 42 of the Education (School Government) (England) Regulations 1999.

#### 2. Membership

Part VI, Regulation 46 of the of Education (School Government) (England) Regulations 1999

(a) the constitution, membership and proceedings of the governing body shall be determined by the governing body:

(b) the establishment, terms of reference, constitution and membership of any committee of the governing body shall be reviewed at least once in every twelve months.

Membership will consist of not less than five governors of the school and to always include the Principal or Chair of Governors. The Deputy Principals, Director of Administration and Finance and Senior Administrative Officer will be invited as non-voting members

#### 3. Aim and Remit of the Management Committee

The committee shall have the power granted it by the full governing board to act on behalf of the full governing board and to make decisions on behalf of the full governing board in order to monitor and evaluate the provision of a stable and productive work environment. The full governing board require only that it be fully advised of such decisions made on its behalf. Specifically the Management Committee will

1. determine, approve and keep under review policies relating to the employment, recruitment, selection, appointment, promotion, review, grievance, remuneration and terms and conditions of the employment of all staff. It will not determine Discipline or Staff Dismissal Appeals.
2. review and recommend the salaries and conditions of service of all staff with the exception of the principal and deputy principals. These salaries and conditions of service to be agreed by the appropriate committee created for this purpose.

3. advise the full governing body on the implications of any changes in employment legislation affecting the school.
4. monitor and evaluate the training and professional development of all staff
5. receive, consider and make recommendations to the full governing board on the overall staffing provision of the school including the management structure.
6. recommend to the full governing body policies related to Equal Opportunities
7. ensure that the governing body is fulfilling its statutory obligations under the Health & Safety at Work legislation. To review Health and Safety provision and to make recommendations to the governing body.
8. undertake examination of such issues as the governing body determines in so far as it falls within the aims and remit of this committee

#### **4. Proceedings of the Committee**

1. The clerk will circulate an agenda any other papers not less than 7 days before the date of the meeting
2. The committee will be quorate if the Principal or Chair of Governors, plus two other governor members, are present. The number of governors present must always be greater than any non-voting members of the committee
3. The Chair of the committee will be selected from amongst the governors members, by the full board of governors, at their first full meeting of the academic year. Where the Chair is absent the governor members of the committee will select from among themselves a governor to act as chair for the meeting.
4. The Committee will keep minutes of its proceedings, which will be taken by the clerk to the committee and entered into the minute book of the committee.
5. Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.