



Terms Of Reference

2024 /2025



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Terms of Reference of Pay Committee

Membership

The Committee shall comprise a minimum of two governors, the chair of governor and the two vice chairs with the assistance of a nominated external advisor – Claire Hollister

Any paid employees of the school who are also governors are unable to be members of the Pay Committee.

The Headteacher will attend in an advisory capacity, but withdraw when their own salaries are being discussed.

The quorum for the Pay Committee is two members of the committee plus the nominated external advisor

Pay recommendations will be received by the committee from the Headteacher usually in the Autumn Term, normally by November 30th

Meetings: The Pay Committee will meet once per year

To make determinations on:

- (a) Teachers' salary progression – backdated to 1st September
- (b) Headteachers salary progression - backdated to 1st September

The Management Committee delegates the following responsibilities to the Pay Committee:

The Pay Committee will:

- (a) Annually determine salary progression for eligible teaching staff, following recommendation by the head teacher.
- (b) Annually determine salary progression for the head teacher, following recommendations by the nominated external advisor.
- (c) Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations to the finance, building and staffing committee who will in turn will make recommendations for any changes to the full management committee

Terms of Reference for Finance / Buildings / Staffing Committee

Membership (please check current committee structure)

Membership will consist of any member of the full management committee who would like to attend Any paid employees of the school who are also governors are unable to be members of the Finance / Building / Staffing Committee.

The quorum for the Finance, Building and Staffing committee is not less than three members including vacancies

Meetings:

The sub-committees will meet three times per year

Minutes

The finance committee minutes will be reported to the full management committee along with any and all decisions.

The Management Committee delegates the following responsibilities to the Finance, Buildings and Staffing Committee

Budgets

- (a) LAs to establish a budget and finance policy for their PRUs
- (b) To approve the budget plan each financial year
- (c) To monitor monthly expenditure
- (d) To establish a charging and remissions policy
- (e) Miscellaneous financial decisions(identified in policy)
- (f) To enter into contracts (identified in policy)
- (g) To make payments (identified in policy)

Staffing

- (a) Headteacher
- (b) Deputy Head appointments
- (c) Appoint other teachers
- (d) Appoint non-teaching staff (DELEGATED TO HEADTEACHER)
- (e) Agree a pay policy
- (f) Pay discretions
- (g) Establishing disciplinary / capability procedures
- (h) Dismissal of Head Teacher
- (i) Dismissal of other staff (DELEGATED TO HEADTEACHER)
- (j) Suspending Head Teacher
- (k) Suspending staff (except Head Teacher) – (DELEGATED TO HEADTEACHER)
- (l) Ending suspension (Head Teacher)
- (m) Ending suspension (except Head Teacher)
- (n) Determining staff complement
- (o) Determining dismissal payments / early retirement
- (p) To ensure that staff have successfully undergone Disclosure Barring Service verification.

- (q) Appointed panel to undertake the performance management of Head Teacher with an external advisor
- (r) Head Teacher to fulfil performance management for all staff

Staff who work in PRUs are employed by LAs. All teachers are employed under similar terms as those in maintained schools – under school teachers’ pay and conditions – and others on similar terms to other LA staff.

The Management Committee is expected to help in improving the effectiveness of PRU.

Premises & Insurance

- (a) Buildings insurance and personal liability
- (b) Asset Management Plan for St Thomas’s Centre
- (c) To be responsible for the maintenance of the building , including developing properly funded maintenance plan

Health & Safety

- (a) To institute a health and safety policy
- (b) To ensure that health and safety regulations are followed
- (c) To provide oversight and timely approval for trips and visits.

School Organisation

- (a) Proposal to alter or discontinue the PRU following consultation.
- (b) To set the times of school sessions and the dates of school terms and holidays
- (c) To ensure that the school meets for agreed number of sessions in a school year

While it is for the LA to decide dates for terms and holidays, it is suggest that the Management Committee’s views are sought. The LA must jointly decide with the Management Committee the times of school sessions.

Provision of Facilities and Assistance

- (a) To decide to offer additional activities and to what form these should take
- (b) To put into place the additional services provided
- (c) To ensure delivery of services provided
- (d) To cease providing extended school provision
- (e) To provide advice to schools and the local authority

Regulations provide for the Management Committee to provide additional services which meet the needs of the local community if they wish to do so.

The Management Committee may provide advice or assistance to the governing bodies of local schools and to the local authority. This could be useful when working with pupils based in local schools with a view to address particular issues, e.g. behaviour.

Curriculum / Standards / Assessment

Membership (please check current committee structure)

Membership will consist of any member of the full management committee who would like to attend

The quorum for the Curriculum, Standards and Assessment committee is three members

Meetings

The sub-committees will meet three times per year

The Curriculum / Standards / Assessment committee minutes will be reported to the full management committee along with any and all decisions.

The Management Committee delegates the following responsibilities to the Curriculum, Standards and Assessment Committee

Curriculum

- (a) To establish a curriculum rationale (Broad and balanced, not necessarily national curriculum)
- (b) To implement curriculum rationale
- (c) To monitor curriculum rationale
- (d) Responsible for standards of learning and teaching
- (e) To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside school day)
- (f) Responsibility for individual child's education
- (g) Provision of sex education – to establish and keep up to date a written policy
- (h) To prohibit political indoctrination and ensuring the balanced treatment of political issues

It is for the Management Committee and the Head Teacher to work jointly in agreeing a curriculum rationale for the PRU and to review annually.

The rationale must therefore set out the procedures for the implementation and monitoring of the curriculum.

Performance Management

- (a) To review, evaluate and amend performance management policy

Target Setting

- (a) To agree PRU academic targets

Each pupil should have a learning plan based on prior attainment and expected future attainment. The Head Teacher and other staff should have primary responsibility for this task.

Pupil well-being / community cohesion

- (a) To promote the well-being of pupils and community cohesion

Emotional Health Wellbeing and Safeguarding

Membership- (please check current committee structure)

Membership will consist of any member of the full management committee who would like to attend

The quorum for the Emotional Health Wellbeing and Safeguarding committee is three members

Meetings: The sub-committees will meet three times per year

The Emotional Health Well-being and Safeguarding minutes will be reported to the full management committee along with any and all decisions.

The Management Committee delegates the following responsibilities to the Emotional Health Wellbeing and Safeguarding Committee

Discipline / Suspensions

- (a) To establish a behaviour policy
- (b) To review the use of suspensions
- (c) To direct reinstatement of suspended pupils (Can be delegated to chair/vice-chair in cases of urgency)

The Management Committee is responsible for establishing and reviewing the behaviour policy. The Management Committee must agree measures to ensure the promotion and implementation of high standard of behaviour.

In relation to pupil suspension, the Management Committee will need to consider whether or not to confirm decisions to suspend pupils permanently or those that are suspended for fixed periods of more than 15 days in total in a term. Where a pupil would lose the opportunity to sit an examination while on suspension, the Management Committee (can be delegated to chair/vice-chair in cases of urgency) must consider whether or not to lift the suspension.

Admissions

- (a) Admissions policy and review admissions policy (and exit strategy)

Special Educational Needs

- (a) To have regard to guidance in the Code of Practice on SEN
- (b) To secure appropriate provision for pupils who have SEN
- (c) To ensure that teachers identify and effectively provide for pupils who have SEN
- (d) To co-ordinate SEN provision with other schools

Safeguarding

- (a) Management Committee will monitor the effectiveness of safeguarding procedures within St Thomas's Centre.

Full Management Committee

Meetings: The full management committee will meet three times per year

Management Committee Procedures

- (a) To draw up instrument of government and any amendments thereafter
- (b) To elect the chair and vice-chair
- (c) To ensure that at least three Management Committee meetings are held in one academic school year
- (d) To appoint community members
- (e) To set up a Register of Management Committees' Business Interests
- (f) To consider whether or not to exercise delegation of functions to committees
- (g) To regulate the Management Committee procedures (where not set out in law)
- (h) Set up a complaints procedure
- (i) To ratify and monitor the budget

Quorum for Meetings

Full Governing Body	Half the members must be present excluding vacancies
Finance / Buildings / Staffing	3 members
Curriculum / Standards / Assessment	3 members
Emotional Health Wellbeing and Safeguarding	3 members