



# Management Committee

## Terms of Reference

### Lawnswood Campus

Approved by:

Date:

Last reviewed on:

Next review due by:

## **Management Committee Terms of Reference**

The Management Committee needs to take a strategic role, act as a critical friend to Lawnswood Campus and be accountable for its decisions. It should set aims and objectives and review, agree and monitor policies, targets and priorities. Management Committee meetings will be open to the public with Minutes available except for matters considered confidential. In the event of a tied vote the Chair or Acting Chair/Vice Chair will have a second or casting vote.

### **The Management Committee will:**

- Hold 6 F&GP meetings and 3 Full Management Committee meetings
- Appoint or remove the clerk
- Elect a Chair and Vice Chair
- Advise all parents of any parent Management Committee member vacancies, all staff of staff Management Committee member vacancies and to appoint co-opted Management Committee members
- Set dates of meetings for the year ahead
- Ensure that any emergency decision that is made as a 'Chair's action' will be properly minuted and referred to the next following meeting of the Full Management Committee meeting
- Receive Executive Headteacher and Head of Centre/Service reports
- Review and monitor national test results
- Review the level of exclusions
- Monitor attendance of pupils/staff/Management Committee members
- Monitor accidents/incidents involving pupils/staff/Management Committee members/visitors
- Review, adopt and monitor a Freedom of Information Policy
- Set pupil performance targets
- If required, consider the suspension of a Management Committee member
- Provide induction for new Management Committee members
- Encourage Management Committee members to visit Lawnswood Campus and to review, adopt and monitor a Management Committee members' visit policy and feedback procedure
- Review, adopt and monitor the procedures for dealing with complaints from parents/carers
- Review, approve and monitor the Lawnswood Campus Improvement Plans
- Annually review and approve all policies
- Monitor the implementation of Lawnswood Campus's health and safety arrangements
- Ensure at least 2 Management Committee members are appointed to complete the Headteacher's Performance Management.
- Maintain and update annually a file of pecuniary interest declarations
- Agree to adopt and sign the Code of Conduct
- Review, adopt and monitor a Management Committee members' expenses policy and curriculum policy
- Review annually the delegation of functions and Committee structure
- Organise support and training for Management Committee members
- To receive a regular report on Safeguarding

**The Management Committee has a strategic role in the financial management of Lawnswood Campus and its key responsibilities include:**

- Approval of Annual Budget
- Authorisation of the 3 year financial plan
- Setting financial priorities through the Lawnswood Campus Development Plans
- Authorisation of Statement of Internal Control
- Appointment and salary of the Executive Headteacher
- Determination of the staff complement and pay policy for Lawnswood Campus
- Authorisation of Terms of Reference for all Committees
- Authorisation of non-budgeted expenditure and virements
- To approve financial regulations and procedures on an annual basis.
- Act as a critical friend to Lawnswood Campus on all financial matters

The Management Committee will not delegate any functions relating to: the constitution of the Management Committee (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of Management Committee members, the delegation of functions and the establishment of Committees.

#### **Quorum**

- ~~Six~~ Prefer “One half (rounded up to a whole number) of the membership of the Management Committee or FOUR members, whichever number is higher”

#### **Delegated Functions Overview**

The following functions are delegated to the Committee, but not to any individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to Lawnswood Campus discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

## **Finance and General Purposes Committee Terms of Reference**

### **Membership**

- The Management will appoint no less than four Management Committee members to each Committee.
- The Committee Chair should be appointed at the beginning of each school year by the Management Committee or by the Committee and shall not be a member of staff at Lawnswood Campus or an Associate member or a non-Management Committee member. The Chair of Management Committee members can be an ex-officio member of each Committee and may attend each Committee meeting and vote because s/he has chosen to be a Management Committee member.
- The Executive Headteacher may attend meetings but may not vote unless s/he has chosen to be a member of the Management Committee

### **Disqualification**

- Any member of staff other than the Executive Headteacher, when the subject for consideration is the pay, performance or discipline of any other member of staff.
- The Executive Headteacher or any member of the Management Committee may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

### **Quorum**

- Three members who are appointed members of the Committee.

### **Meetings**

- The Committees will meet when the Executive Headteacher or Chair consider it is necessary.
- Committee meetings will not be open to the public but minutes are available except for matters which are considered confidential.
- In the absence of the Chair, the Committee shall choose an acting Chair for that meeting from among their number.
- In the event of a tied vote the Chair or acting Chair shall have a second or casting vote.
- It is advisable that each committee shall be clerked by the Clerk to the Management Committee. In the absence of the Clerk the Committee shall choose a Clerk for that meeting from among their number (someone who is not a member of staff at Lawnswood Campus).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Management Committee and will be presented at that meeting by the Chair (or in his/her absence another member of the Committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are members of the Management Committee.

### **General Terms**

- To act on matters delegated by the full Management Committee.

- To liaise and consult with full Management Committee meetings where necessary.
- To contribute to the Lawnswood Campus Improvement Plans.
- To consider safeguarding and equalities implications when undertaking all committee functions.

### **Financial policy and planning**

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the Committee, Executive Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the Lawnswood Campus Improvement Plans, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the Management Committee for adoption an annual Lawnswood Campus budget taking into account the priorities of the Lawnswood Campus Improvement Plans.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Executive Headteacher.

### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Executive Headteacher.
- To report back to each meeting of the full Management Committee and to alert them of potential problems or significant anomalies at an early date.
- To ensure that any PROPOSED expenditure over the Executive Headteacher's authorised limit of £10,000 will be referred to the Committee for approval.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of Lawnswood Campus.
- To complete regular internal audit of accounts and report back to the full Management Committee.
- To review, complete and submit TO THE APPROPRIATE AUTHORITY the Statement of Internal Control and School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a Local Authority audit.

### **Premises**

- To provide support and guidance for the Management Committee and the Executive Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

- To inform the Management Committee of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Management Committee.
- To arrange professional surveys and emergency work as necessary.
- The Executive Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Executive Headteacher would normally be expected to consult the Committee Chair at the earliest opportunity.
- To create a project Committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan.
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the Management Committee's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

### **Staffing**

- To ensure that Lawnswood Campus is staffed sufficiently for the fulfilment of Lawnswood Campus's development plans and the effective operation of Lawnswood Campus.
- To establish and oversee the operation of the Lawnswood Campus's Appraisal Policy - including the arrangements and operation of the Lawnswood Campus's appraisal procedures for the Executive Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Management Committee for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Management Committee the staff selection procedures, ensuring that they conform with safer recruitment practice and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.