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## Trafford Alternative Education Provision

### Trafford Alternative Education Provision Management Committee 2021-2022

#### The Management Committee

*The Management committee needs to take a strategic role and be accountable for its decisions. Having agreed aims and objectives, the committee structure should ensure efficient and effective monitoring of performance as well as review of policies and priorities.*

#### TERMS OF REFERENCE

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Executive Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.
  
- To agree constitutional matters\*, including procedures where the Management committee has discretion
- To recruit new governors as vacancies arise and to appoint new governors\*
- To hold at least three Management Committee meetings a year
- To appoint or remove the Chair and Vice Chair\*
- To appoint or remove a Clerk to the Management Committee
- To establish the Committees and their terms of reference (annually)\*
- To appoint the Chair & Clerk of any Committee (if not delegated to the Committee itself)
- To suspend or remove governor(s)\*
- To appoint Named or Linked Governors
- To receive reports from any individual or Committee to whom a decision has been delegated and to consider whether any further action by the Management Committee is necessary
- To approve the formal budget plan for the financial year
- To approve the Pay Policy annually
- To ensure Business Interests of all Governors are recorded and published
- To approve Staff Conduct, Disciplinary and Grievance procedures.

- To ensure that information on Governance at the School/Academy is published on the Schools website along with any other details/reports required to comply with statutory obligations (including SEND Report).

**\*these matters cannot be delegated to either a Committee or an individual**

**Membership** – The membership of the Committee will be at least 4 Governors.

The Executive Headteacher will be an automatic member.

In establishing this committee, the Governing Body should have regard to the availability of its members during the day/and or term-time for the recruitment and selection of staff.

The Committee will elect from their number a Chair and Vice-Chair at the first meeting of each academic year – an employee of TAEP cannot serve as Chair or Vice-Chair.

<b>Quorum:</b>	The quorum shall be 3 members of the Committee of which the Executive Headteacher shall be one. The number of non-staff governors should always outweigh staff governors to make the meeting quorate. Virtual attendance of members is acceptable.
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## THE ROLE OF THE CHAIR OF THE MANAGEMENT COMMITTEE

- To work with the Executive Headteacher to promote and maintain high standards of educational achievement
- To ensure that the Management committee set a clear vision, ethos and strategic direction for the school
- To, along with the Management committee, hold the Executive Headteacher to account for the educational performance of the school and its pupils, and for the performance management of staff
- To, as a member of the board, ensure oversight of the financial performance of the school and effective use of the resources

The Chair will need to ensure that all governors understand the role and responsibilities of the Management committee

- **Leading effective governance:** giving the Management committee a clear lead and direction, ensuring that the governors work as an effective team and understand their accountability and the part they play in the strategic leadership of the school and in driving school improvement.
- **Building the team:** attracting governors with the necessary skills and ensuring that tasks are delegated across the Management committee so that all members contribute, and feel that their individual skills, knowledge and experience are well used and that the overall workload is shared.
- **Relationship with the Executive headteacher:** Being a critical friend by offering support, challenge and encouragement; holding the Executive Headteacher to account; and ensuring the headteacher's performance management is rigorous and robust. A good comparison is with the role of the chair of a board of trustees who works with the chief executive of an organisation but does not run day-to-day operations.
- **Improving your school:** ensuring school improvement is the focus of all policy and strategy and that governor scrutiny, monitoring and challenge reflect school improvement priorities.
- **Leading the business of governance:** ensuring that statutory requirements and regulations are met, that the school provides value for money in its use of resources and that Management committee business is conducted efficiently and effectively.

### Disqualification – Executive Headteacher, Staff Governor, Staff Members

Support and guidance for the Chair, is available via Trust GS, including copies of the Publication "Leading Governors"; termly Taking the Chair training sessions and Network Meetings. National Leaders of Governance are also available as mentors – please ask for details.

## **THE ROLE OF THE CLERK TO THE MANAGEMENT COMMITTEE**

- To work effectively with the Chair of Governors, the other Governors and the Executive Head to support the Management committee.
- To advise the Management committee on constitutional and procedural matters, duties and powers.
- To help the Board understand its role, functions and legal duties.
- To convene meetings of the Management committee.
- To attend meetings of the Management committee and ensure minutes are taken.
- To maintain a register of members of the Management committee and report vacancies to the Management committee.
- To give and receive notices in accordance with relevant regulations.

### **Disqualification – Governors, Associate Members, the Headteacher**

## **THE ROLE OF THE CHAIR OF A COMMITTEE**

- Elected by the Committee or appointed by the Management committee.
- To ensure the business of the Committee is conducted properly, in accordance with statutory requirements (supported by the Clerk).
- To liaise with the Executive Headteacher to ensure appropriate agenda papers are sent to Governors in advance of the meetings.
- To ensure meetings are run effectively, focusing on priorities and making the best use of time available.
- To ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To ensure appropriate Minutes are taken by the Clerk.
- To utilise support available from the Clerking Service (Trust GS) including Taking the Chair training sessions and Network Meetings.

### **Disqualification – Executive Headteacher**

## **THE ROLE OF THE CLERK TO COMMITTEES**

- To attend meetings of the Committee and ensure Minutes are taken
- To return draft Minutes to the Head and Chair of Committee within 2 weeks of the meeting.
- To advise the Committee on procedural and legal matters (supported by Trust GS, Clerking Service).

### **Disqualification – Executive Headteacher**

## Finance and Premises Committee

### TERMS OF REFERENCE

- In consultation with the Headteacher, to review the first formal budget plan of the financial year for recommendation to the Board
- To establish and maintain a 3 year financial plan
- To consider and review the budget position statement (including virement decisions) at least termly giving particular regard to any significant anomalies from the anticipated position
- To ensure that the school operates within financial regulations and complies with any financial management standards
- To agree the financial scheme of delegation;
  - the Executive Headteacher will have full delegated powers to authorise expenditure in line with the agreed budget (or virement of funds) up to £10,000
  - the Business Committee will have delegated powers to authorise expenditure of an amount of money (or virements) not exceeding £20,000
  - All virement\* of funds must be reported to the full Management committee
- To monitor expenditure of all voluntary funds / school fund
- To review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements / service contracts
- To make decisions on expenditure following recommendations from other Committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised including the maintenance and development of the school's premises (including use by outside users)
- In consultation with the Executive Headteacher to oversee premises-related funding bids
- To establish and keep under review any policies relating to Building and Accessibility
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- <Additional items which individual Management committees may wish to include>

**Disqualification** –Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>Quorum:</b>	The quorum shall be 3 members of the Committee of which the Executive Headteacher shall be one.
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## Curriculum and Standards committee

### TERMS OF REFERENCE

#### NOTE:

- **Pupil referral units (PRUs) and alternative provisions (APs) aren't required to follow the National Curriculum.**
- **Alternative provisions must provide a curriculum that appropriately meet the needs of all students that enables them to achieve good educational attainment on par with their mainstream peers**

See: <https://www.gov.uk/government/publications/alternative-provision>

- Ofsted priorities: The committee's work is central to the provisions' achievement of Ofsted priorities. It considers all aspects of the standards and achievement of pupils including the quality of education, teaching and learning, TAEP's overall improvement plan and self-evaluation, behaviour and attendance and personal development of students. It also considers all relevant policies for the school.
- To agree targets set out in the School Development Plan and Self Evaluation Form.
- To review data on prior attainment, levels of progress and results, including SATs, GCSE, and other relevant sources.
- To monitor the provision's tracking data to identify progress, including identifying strengths and weaknesses, strategies for intervention and support, and addressing performance both by (anonymised) students and by subject area.
- To consider and review the provisions curriculum and how it is developing and fit for purpose of students.
- To receive details of the impacts and effectiveness of targeted interventions.
- To monitor the quality of teaching and learning.
- To monitor the impact of Pupil Premium funding.
- To ensure that the needs of pupils in vulnerable groups are met and to monitor the attainment of different groups.
- To receive and consider issues regarding behaviour and attendance of students
- To examine the personal development of students through reports to the committee, including careers development issues
- To ascertain how attainment in the provision relates to national and other accepted standards, such as in schools of similar types and contexts, and to advise the full Management committee of any statutory requirements, changes, etc.
- To review and agree all policies associated with the committee on a bi-annual basis. (to be attached to the final agreed remit)
- To consider and make recommendations on issues which may affect the responsibilities of other committees or the full Governing Body.
- To establish and monitor governor links with all key areas of the curriculum.
- To oversee arrangements for educational visits including risk assessments.
- To supervise the implementation of the SEN Code of Practice and to ensure that the School's policies and procedures with regards to admissions, curriculum and other aspects of the life and work of the School conform to all equal opportunities legislation and benchmarks of best practice.



**Quorum:**

The quorum shall be 3 members of the Committee of which the Executive Headteacher shall be one. The number of non-staff governors should always outweigh staff governors to make the meeting quorate. Virtual attendance of members is acceptable.

**HEARINGS** To make any determination to dismiss any member of staff (*unless delegated to the Headteacher*)

- To make any decisions under the Management committee's personnel procedures e.g. disciplinary, grievance, capability where the Executive Headteacher is the subject of the action\*
- To make any decisions relating to any member of staff other than the Headteacher, under the Management committee's personnel procedures (*unless delegated to the Headteacher*)
- To make any determination or decision under the Management committee's General Complaints Procedure for Parents and others
- *<Additional items which individual Management committees may wish to include>*

**Membership** – not less than 3 members of the Management committee subject to availability and impartiality

**Disqualification** – The Executive Headteacher

**Clerking** should be provided by Trust GS (subject to annual agreement).

## **APPEALS COMMITTEE**

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee\*
- To consider any appeal against a decision short of dismissal under the Management committee's personnel procedures e.g. disciplinary, grievance, capability
- To consider any appeal against selection for redundancy\*

*<Any items which individual management committees may wish to include>*

**Membership** – not less than 3 members of the Management committee subject to availability and impartiality

**Disqualification** – The Executive Headteacher, any members of the Hearings Committee

**Clerking** should be provided by Trust GS (subject to annual agreement).

## **COMPLAINTS APPEAL PANEL COMMITTEE**

- To consider any Complaints at the final stage of the Complaints procedure
- To refer to and comply with the Complaints Policy and procedure
- To consider the Complaint and decide whether to uphold or dismiss it, in whole or in part
- To consider and make any recommendations to the Board in order to avoid similar complaints arising in the future
- To recommend any changes necessary to the Complaints Policy or process

*<Any items which individual management committees may wish to include>*

**Membership** – not less than 3 members of the Management committee subject to availability and impartiality

**Disqualification** – The Executive Headteacher, (usually Staff Governor)

**Clerking** should be provided by Trust GS (subject to annual agreement).

## PUPIL DISCIPLINE COMMITTEE

### TERMS OF REFERENCE:

- To consider representations from parents in the case of exclusions of 5 days or less (*Committee may not re-instate*)
- To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term (*meeting to be held between 6<sup>th</sup> and 50<sup>th</sup> school days after receiving notice of the exclusion*)
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination (*meeting to be held between 6<sup>th</sup> and 15<sup>th</sup> school days after receiving notice of the exclusion*)
- To ensure that the DfE guidance is followed in the school, with specific reference to the role assigned to the Management committee.
- To review a decision to uphold a permanent exclusion subject to direction or recommendation to do so by an Independent Review Panel.
- To review the School Behaviour and Discipline Policy, and make recommendations on changes to the Management committee or relevant committee

**Membership** – 3 or 5 NB: The Management committee may nominate a pool of governors from which three or five will serve as the Discipline Committee to consider particular exclusions. If a governor has a connection with the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing. If, through non-attendance of a governor, four members consider an exclusion, the chair has the casting vote.

**Disqualification** – The Headteacher, Any Governor with prior knowledge of the pupil or the incident. (It is suggested that neither the Chair of Governors nor a member of staff, due to probable prior knowledge, should be a member)

**Clerking** should be provided by Trust GS (subject to annual agreement).

## HEADTEACHER'S PERFORMANCE MANAGEMENT COMMITTEE

### TERMS OF REFERENCE:

- To arrange to meet with the External Adviser (or Link Adviser subject to purchase of School Improvement Service Contract) to discuss the Headteacher's performance targets
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually
- To monitor through the year the performance of the Executive Headteacher against the targets
- To make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set
- *<Additional items which individual Management committees may wish to include>*

**Membership – 2 or 3, but** In Voluntary Aided and Voluntary Controlled Schools, at least one of the members must be a Foundation Governor. In Aided Schools, if the membership is three, then two must be Foundation Governors

**Disqualification** –The Executive Headteacher and Staff Governor

**Quorum (minimum of 2 suggested)**

## PAY REVIEW COMMITTEE

### TERMS OF REFERENCE:

- To oversee, implementation and administration of the Pay Policy.
- To consult with members of staff in the drafting of the Pay Policy and at its reviews
- To ensure that each member of staff has access to a copy of the Pay Policy
- To ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression
- To handle appeals, if the matter cannot be resolved informally
- To keep up to date with relevant developments and any legal changes and to advise the Management committee when the schools pay policy needs to be revised;
- To have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Management committee
- To minute clearly giving the reasons for all decisions and report these decisions to the next full Management committee meeting as a confidential item to be received;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate

<Additional items which individual Management committees may wish to include>

**Membership** The Pay Committee could be made up of three members of the Management committee, perhaps from existing Finance and Personnel Committees, excluding the Executive Headteacher and any other members paid to work in the school. It is not recommended that an individual governor be assigned to this role as this may leave decisions open to challenge.

**Disqualification** –The Executive Headteacher and Staff Governors

**Quorum (minimum of 3 suggested)**

## DELEGATION OF RESPONSIBILITY TO INDIVIDUALS

*Any individual to whom responsibility has been delegated is expected to work within the following terms of reference.*

### TERMS OF REFERENCE:

- To liaise with the appropriate member(s) of staff
- To visit the school (with the approval of the Headteacher) with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the School
- To report to the Management committee or appropriate Committee on developments and progress observed within their area of responsibility
- To raise the profile of the area of responsibility when related matters are considered by the Management committee
- To attend training as appropriate

*<Any items which individual management committees may wish to include>*

**Disqualification** – The following functions **CANNOT** be delegated to an **individual**:  
Functions relating to:

- ❖ The alteration, closure or change of category of maintained schools
- ❖ The approval of the first formal budget plan of the financial year
- ❖ School discipline policies
- ❖ Exclusions of pupils (except in an emergency when the chair has the power to exercise these functions)
- ❖ Admissions