

MANOR PRIMARY SCHOOL GOVERNING BODY

Terms of Reference – Executive Committee

Membership

The membership of the Committee will consist of the Chairs of the Financial and Buildings, Curriculum and Standards, and, People Management Committees, together with the Chair of the Governing Body and the Head Teacher (or her representative). A Deputy Head Teacher may also attend as a manager of the school. The committee may co-opt such additional non- voting members as it considers necessary.

Quorum

The quorum shall be 3 Governors.

Meetings

These will be 5 meetings held a year. Governors will be notified of preliminary dates at the start of each academic year. Agendas will be distributed to Committee members at least one week prior to meetings. The Clerk will attend Executive Committee meetings when possible and will be responsible for the taking and distribution of the minutes. When the Clerk is unable to attend, a member of the Committee will be asked to take the minutes.

Reports

Minutes will be available before the next full governors' meeting.

Review

The committee will review these Terms of Reference annually, at the end of the summer term each year.

Terms of Reference

This committee will be a forum for discussion on the strategic direction of the school and the development of the Governing Body. It will set the agenda for the Full Governors meeting and recommend items for inclusion on Committee agendas.

The main delegated responsibilities of this committee are:

- (1) Determining the staff complement
- (2) Investigating financial irregularities.
- (3) Establishing disciplinary/capability procedures
- (4) Suspending the Head Teacher
- (5) Staffing issues – pay discretion, determining dismissal payments/early retirement, ending suspension of staff.
- (6) Reviewing annually the Performance Management Policy and implementing the above
- (7) To draw up the instrument of governance
- (8) To appoint/dismiss the Clerk
- (9) To hold Governing Body meetings once a term and to regulate Governing Body procedures
- (10) To approve and set up an expenses scheme
- (11) To prohibit political indoctrination and ensure balanced treatment of political issues in the school.
- (12) To make appropriate input into the School Development Plan
- (13) To review the following policies and documents:

Statutory

Job Profiles

Appraisal and Capability (Performance Management) annually

Complaints

Instrument of Governance

Prevention Policy

Harrassment

Desired

Leave of Absence

Disciplinary

Confidentiality

Parental Leave

Grievance

Code of Conduct

Practice Papers
Staff Development
Monitoring

Reviewed October 2022
Next Review October 2023