

WCLC Management Committee Terms of Reference 2025-2026

Full body of Management Committee to meet termly

The 'Staffing & Finance', 'Personal Development, Behaviour & Attitudes' and 'Quality of Education' sub-committees meet termly.

Members have been allocated to sub-committees based on expressed interests and the Skills Audits they have completed.

1. Staffing and Finance

Terms of Reference

Staffing

- To keep under review the staffing structure in consultation with the Headteacher
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure
- To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks
- To review and agree policies as delegated by the Management Committee, including a Performance Management policy for all staff
- To review job descriptions for staff as appropriate and recommended by the headteacher
- 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 decisions regarding personnel-related expenditure, including pay discretions
- To make any decisions under the Management Committee's personnel procedures e.g. disciplinary, grievance, capability where the 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
- To be responsible, with the LA, for determining dismissal payments / early retirement
- To be responsible for the suspension and/or dismissal of staff (including the Headteacher)
- To be responsible for the ending of a suspension for staff (including the Headteacher)
- To undertake the Headteacher's Performance Review.

*cannot be delegated to an individual

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Finance

- To ensure that the school operates within the Financial Regulations of the County Council
- In consultation with the Headteacher, to consider the first formal budget plan of the financial year, carry out revisions and monitor the budget (termly).
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Management Committee
- To review the Outturn Report and report any significant variances from the original budget to the Management Committee
- To consider a Medium term plan report annually to inform the recovery of deficit if applicable
- To monitor expenditure of all voluntary funds kept on behalf of the management committee
- To establish and review SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Management Committee annually
- To review and agree policies relating to Finance as delegated by the Management Committee *e.g. Financial Management Policy*
- To review and approve the charges and remissions policies and expenses policies and best value statement
- To make decisions in respect of service agreements and contracts (over £25,000) in line with the Scheme of Delegation
- To make decisions in respect of insurance (buildings and public liability)
- To make decisions on expenditure (over £25,000) following recommendations from the headteacher, in line with the Scheme of Delegation.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To be responsible for determining dismissal payments/ early retirement
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an inventory
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To review benchmarking data on an annual basis

Membership: **Chair: Michael Priestley**, Danny Gee, Lee Todd, Amanda Taylor

Staffing Appeals Committee

Terms of Reference

- To consider any appeal against a decision to dismiss a member of staff made by the Staffing and Finance 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*

*cannot be delegated to an individual

Membership: (cannot be the Headteacher, or any other member of the Staffing and Finance sub-committee) **Chair: Richard Cox;** Deborah Naylor, Parent Vacancy

2. Quality of Education

Terms of Reference

- To provide challenge for the head and staff on issues of performance and quality in teaching and learning matters.
- To review and discuss anonymised data on pupil progress including SATS, GCSE, Functional Skills, BTEC, FFT and other data including that on small – steps assessments.
- To consider pupil progress, including priority groups, and how the school is targeting areas of under-performance and weakness.
- To review the quality of teaching in the centre, teaching practice and teacher performance through the receipt of reports on observation and assessment.
- To monitor the centre impact by reviewing the destinations of those leaving KS4 and the performance of those who reintegrate into mainstream schools.
- To discuss (using anonymised data), set and publish targets for pupil performance.
- To consider and advise the Management Committee on standards and other matters relating to the school's curriculum, including statutory requirements.
- To consider curricular issues which have implications for staffing and finance decisions and to make recommendations to Staffing and Finance sub-committee or the Management Committee.
- To monitor progress and evaluate the effectiveness of the priorities allocated to the sub-committee within the School Development Plan and subsequent development plans.
- To review and agree policies for the curriculum, including examination policies and procedures.
- Consider and review quality of education with sub-contracted and satellite providers.

Membership: **Chair: Richard Cox,** Danny Gee, Deborah Naylor, Lee Todd, Michael Priestley,

3. Personal Development, Behaviour and Attitudes

Terms of Reference

- To monitor the effectiveness of the school in ensuring the health, safety and well-being of staff and pupils
- To evaluate the school's ability to effectively safeguard children and young people
- To provide challenge to the head and staff on school performance on behaviour and safety matters.
- To evaluate pupils' attendance and punctuality at school and in lessons and the impact of the school's actions to improve attendance.
- To evaluate pupils' attitudes to learning and conduct in lessons and around the school.
- To evaluate pupils' behaviour, how well it is managed and the effectiveness of the school's actions to improve it
- To ensure systems of recording behaviour and safety incidents are in place and to monitor those records and reports.
- To review and agree policies related to Health, Safety and Well-being
- To monitor the implementation of policies and procedures covering issues of health, safety and well-being.
- To agree improvement priorities in relation to behaviour and safety
- To monitor progress and evaluate the effectiveness of the priorities allocated to the sub-committee within the School Development Plan and subsequent development plans.

Membership: **Chair: Deborah Naylor**; Danny Gee, Michael Priestley, Amanda Taylor

In addition to the 3 x sub-committees, the following responsibilities have been delegated by the Full management Committee:

Recruitment Panel (SLT posts)

Terms of reference

- To agree a job description and person specification
- To agree and implement the recruitment process
- To recommend any appointment to the Full Management Committee for consideration

Membership: **Chair: Michael Priestley**; Membership drawn from the Full Management Committee

Head Teacher's Performance Review Group

Terms of Reference

- To meet with the External Adviser 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 Headteacher against the targets
- To make recommendations to the Staffing and Finance Sub-committee in respect of awards for the successful meeting of targets set

Membership: **Chair: Michael Priestley**; Richard Cox, Lee Todd

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Delegation of Responsibility to Individuals

Terms of Reference

- To liaise with the appropriate member(s) of staff
- To visit the school with the purpose of gathering information concerning their area of responsibility and to increase their knowledge of the school
- To monitor progress of the School Development Plan when linked to a specific subject / area of delegation
- To regularly report to the Management Committee on developments and progress 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

Attendance: Deborah Naylor, Michael Priestley

Health and Safety: Lee Todd

Pupil Premium: Richard Cox

Looked After Children: Michael Priestley

Safeguarding: Amanda Taylor

SEND: Michael Priestley

The sub-committees will report their work and progress to the Management Committee which should reduce the time necessary to complete full MC body meetings.

The full MC body will evaluate leadership and management in the school including self-evaluation of the management committee.