

WYTON ON THE HILL PRIMARY SCHOOL

TERMS OF REFERENCE AND STANDING ORDERS FOR THE EFFECTIVENESS OF LEADERSHIP AND MANAGEMENT COMMITTEE

1. GENERAL

1.1. The purpose of this document is to set out how this Governing Body within its overall responsibility for school improvement, finance, estates and premises, and personnel will allocate its responsibilities to an Effectiveness of Leadership and Management Committee.

1.2 None of what is set out below can over-ride the requirement on Governing Bodies to observe the Cambridgeshire Financial Regulations and Standing Orders relating to Contracts.

2. STANDING ORDERS

2.1. The agenda for the meeting shall be distributed to all Governors at least seven days before the meeting.

2.2. All meetings will be minuted and circulated to the whole Governing Body including the Clerk as soon as possible after the meeting so that all members have access to the minutes before a full meeting of the Governing Body.

2.3. Where there is an equality of votes for and against a particular resolution, the matter will be referred back to the next full meeting of the Governing Body.

3. TERMS OF REFERENCE

3.1. To consider and advise the Governing Body on policy, practice, records, and data in relation to:

- **School Improvement Plan (Policy) and School Self-Evaluation**
- **Staff CPD in the context of Teaching and Learning**
- **Governor Training**
- **Human Resources including disciplinary, grievances / appeals, recruitment (including Safer Recruitment), retention, and attendance**
- **Financial Regulation and Budget Monitoring**
- **Central Record of Vetting**
- **Data Protection**
- **Marketing and Promotion (including the school website and social media)**

4. MEMBERSHIP

- 4.1 . Members of the Effectiveness of Leadership and Management Committee shall be appointed at the first meeting of the Governing Body in each academic year. Those persons shall have voting rights.
- 4.2. Representatives of governors serving on the Effectiveness of Leadership and Management Committee shall reflect the skills set and numbers required to carry out the Terms of Reference.
- 4.3. The committee may appoint such co-opted, non-voting members, as agreed by the Governing Body. These members will serve in an advisory capacity and may include staff nominated by the headteacher (eg from the Senior Management team or the finance function) following consultation with the committee.
- 4.4. Other members of the Governing Body may attend meetings of the Effectiveness of Leadership and Management Committee and may contribute to discussions on matters under consideration.
- 4.5. Only full members of the committee, as approved by the Governing Body, shall have the right to vote on any resolution placed before the committee.

5. QUORUM

- 5.1. The quorum shall be three governors, two of which shall be a non staff governor.
- 5.2. The quorum must remain in place for each vote taken at the meeting, not just if the required number of governors were present at the start of the meeting.

6. MEETINGS

- 6.1. The committee shall meet at least termly but more frequently if required.
- 6.2. Each term the committee shall review the dates of future meetings to ensure that a schedule exists for at least one term ahead.

7. CHAIRMANSHIP

- 7.1 . The chair of the committee, who should be a non-staff governor, shall be elected annually by the committee, after governors have elected members of the committee at the start of the academic year.
- 7.2 The Terms of Reference of the Effectiveness of Leadership and Management Committee should be reviewed and approved at the first meeting of the Governing Body at the start of the academic year.

The Governing Body approved these standing orders and terms of reference of the Effectiveness of Leadership and Management Committee in September 2017.