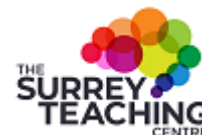


Surrey Teaching Centre
Management Committee - Terms of Reference



Management Committee Purpose:

Surrey Teaching Centre is a medical pupil referral unit (PRU) providing education for children and young people admitted to The Children's Trust, Tadworth, for rehabilitation programmes following an acquired brain injury (ABI).

The core functions of the Management Committee (MC) include, but are not limited to, ensuring:

- That the vision, ethos and strategic direction of the school are clearly defined
- That the headteacher performs their responsibilities for the educational performance of the school
- The sound, proper and effective use of the school's financial resources

As appropriate, we adopt the principles contained in the Maintained Schools Governance Guide
The main responsibilities to be managed by the MC are outlined below.

Membership:

In accordance with its Instrument of Governance, the MC shall consist of 9 members (1 Parent member, 1 Local Authority Member, 2 Staff members - one of which will be the Headteacher, and 5 Community Members). A chair and vice-chair will be elected, who will not be Staff members, and a clerk will be appointed. If a member fails to attend meetings for a period of six months and apologies have not been accepted by the MC they will be disqualified from holding office.

Quorum:

The quorum for a full MC meeting is one-half (rounded up to the nearest whole number) of the membership of the MC, excluding any vacancies. Decisions may be made by a simple majority through a show of hands. In the event of a tie, the chair has a second or casting vote

Meetings:

The MC will meet at least six times a year. MC members may attend meetings either in person or by using remote technology as agreed from time to time by the MC. At all times we will aim to avoid holding hybrid meetings, as we do not have the technology to support effective and inclusive participation. Minutes of the meetings will be shared with the MC and will be available to the public on request.

Sub-Committees:

The MC may establish sub-committees (e.g. Pay Committee & Pay Appeals, Head Teachers Appraisal Panel, etc.) and/or other working groups to help with the effective oversight of the school where appropriate. The MC will approve the terms of reference, membership and the appointment of chairs of sub-committees annually. Minutes of sub-committees will be tabled at MC for review.

Policies and compliance:

The MC will review and approve statutory policies. These include, but are not limited to, approvals of:

- Child Protection & Safeguarding
- Special educational needs policy and information report
- Supporting pupils with medical conditions policy

The full list of policies requiring review and approval will be reviewed and approved annually by the MC.

Responsibilities:

The MC's responsibilities include, but are not limited to:

Teaching & Learning

- contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to teaching, learning, curriculum and quality of provision and to oversee any key issues relating to curriculum delivery in line with guidance.
- keep relevant sections of the Self-Evaluation Form under review and update as necessary.
- ensure that the whole school curriculum is broad and balanced, relevant to the needs of all children, provides continuity and progression, and is adequately resourced.
- ensure that the National Curriculum is delivered, differentiated and assessed where appropriate.
- establish, monitor the impact of, and review the school's Teaching & Learning Policy, SEN Policy and other curriculum related policies in line with the agreed cycle and make recommendations to the management committee for change as necessary.
- review the school's provision for Personal, Social, Health and Citizenship Education taking account of Local Authority & Government guidance.
- receive curriculum progress reports from the head and others including an analysis of achievement and information about non-statutory assessment and testing in order to monitor, review and evaluate the standards of achievement, seek to make continuing improvements and inform target setting
- celebrate children's achievements.
- ensure that policies and procedures are in place to promote the spiritual, moral, social and cultural development of children and ensure that Relationships and Sex Education are delivered appropriately.

Safeguarding and Child Protection

- ensure safeguarding procedures and policies are in place, efficiently managed and that recommended good practice is adopted across all areas of its work with respect to safeguarding.
- ensure that arrangements are in place for Staff and Committee members to be subject to appropriate pre-employment/pre-appointment safeguarding and DBS checks.
- monitor arrangements for implementation and annual completion of Safeguarding and Keeping Children Safe in Education training.
- review the effectiveness of the school's safeguarding procedures in respect of the school premises in ensuring the safety of children.

Special Educational Needs (SEN)

- have regard to guidance in the Code of Practice on SEN.
- secure appropriate provision for pupils who have SEN.
- ensure that teachers identify and effectively provide for pupils who have SEN.
- in conjunction with the Headteacher, to co-ordinate SEN provision with other schools.

Community Cohesion and Equality and Diversity

- consider Equality and Diversity issues as required by the Equality Act 2010.
- promote the well-being of pupils and community cohesion.
- ensure that the PRU complies with relevant legislation relating to equality and diversity e.g., disability, gender, race equality.

Finance & Resources

- review and approve the annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans.
- maintain a three-year financial plan, which considers the school's vision, known risks and opportunities.

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- monitor actual income and expenditure at least once a term against the approved budget.
- seek opportunities to improve efficiency and achieve value for money.
- ensure that sufficient funds are allocated for staff pay increments.
- review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation).
- approve expenditure and virements of sums over **£5,000** – sums below this amount are delegated to the headteacher.
- undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS.
- ensure local authority financial procedures are complied with.
- receive and act upon any issues identified by a local authority audit.
- ensure that the school follows procurement rules and achieves best value for money when acquiring goods and services.
- assess the school's insurance cover to ensure that it provides adequate protection against risks.
- review opportunities of new income streams to support the school development plan and financial sustainability of the school.

Staffing

- keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations for amendments as necessary, ensuring that it meets the requirements of the school development plan, the curriculum, and is affordable.
- ensure that all staffing matters are dealt with in line with employment law and agreed procedures.
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability.
- consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests).
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
- oversee the operation of the appraisal policy.
- review pay decision data to ensure that pay increments are awarded fairly and budgeted.
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

Premises and Health & Safety

- ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances.
- monitor the completion of actions and recommendations arising from risk assessments
- review the school's accessibility plan.
- receive an annual health and safety audit report and monitor any arising actions termly.
- receive a termly report on accident statistics, near misses, incidents of violence or aggression.
- ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them.
- review and monitor any contractual arrangements (service level agreement, licence or lease) of the premises to ensure the premises are meeting the needs of the children and are financially viable.
- ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues.
- monitor the health and safety training that staff and Management Committee members undertake.

Approved by the Management Committee:
24.09.2025

Next review due:
September 2026