



## **MANAGEMENT COMMITTEE**

### **Member Role Description**

#### **Members work together to carry out their core functions:**

1. Ensuring there is clarity of vision, ethos and strategic direction
2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. Overseeing the financial performance of the organisation and making sure its money is well spent
4. Ensuring the voices of stakeholders are heard

Members must also ensure that the Management Committee complies with all legal and statutory requirements. Members should seek the advice of the clerk to the Management Committee and other professional advice as appropriate.

#### **Management Committee strategic responsibilities**

Management Committees work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the Management Committee is strategic. As such, Members are responsible for:

- determining the mission, values and long-term ambitious vision for the pupil referral unit.
- deciding the principles that guide pupil referral unit policies and approving key policies.
- working with senior leaders to develop a strategy for achieving the vision.
- ensuring that parents, carers, pupils, staff and the wider community are involved, consulted and informed as appropriate.
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life.
- setting the pupil referral unit's budget and ensuring it is managed effectively together with premises and other resources.
- agreeing the pupil referral unit's staffing structure and keeping it under review to ensure it supports delivery of the strategy.
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective.

## **Monitoring and evaluating pupil referral unit performance:**

- Members must monitor the priorities that have been set to ensure progress is being made by:
- measuring the pupil referral unit's impact and progress towards its strategic objectives.
- ensuring the required policies and procedures are in place and the pupil referral unit is operating effectively in line with these policies.
- evaluating relevant data and feedback provided by pupil referral unit's leaders and external reporting on all aspects of pupil referral unit performance.
- asking challenging questions of leaders in order to hold them to account.
- holding the headteacher to account for standards, financial probity and compliance with agreed policies.
- visiting the pupil referral unit to monitor implementation of the strategy and reporting back to the Management Committee (this could be in a Link Member capacity).
- ensuring that there are policies and procedures in place to deal with complaints effectively.

## **Panels and Boards**

When required, Members are expected to serve on panels or boards in order to:

- appoint the headteacher and other senior leaders.
- appraise the headteacher and make pay recommendations.
- hear staff grievances and disciplinary matters.
- review decisions to exclude pupils.
- deal with formal complaints.

## **Contribution to the Management Committee**

Members should ensure that they are making a positive and meaningful contribution to the Management Committee by:

- attending meetings (a minimum of 6 Management Committee meetings and a number of panel/board meetings each year), reading papers and preparing questions for senior leaders in advance.
- establishing and maintaining professional relationships with senior leaders and colleagues on the board.
- getting to know the pupil referral unit, including visiting the pupil referral unit occasionally during PRU hours.
- undertaking induction training and developing knowledge and skills on an ongoing basis.