Members' Role Description

2026 – 2027

1. Purpose of the Role

Members provide independent and strategic oversight to ensure the Pupil Referral Unit (PRU) fulfils its statutory duties, promotes high standards of education, and operates in line with national and local governance expectations.

Members work collectively to (but are not limited to):

- Ensure that the vision, ethos and strategic direction of the school are clearly defined.
- Ensure the Headteacher performs their responsibilities for the educational performance of the school and its pupils, and for the appraisal of staff.
- Ensure that there is sound, proper and effective use of the school's financial resources.
- Ensure the voices of stakeholders are heard and represented in decision-making.

The core functions of the Management Committee are as set out in The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, regulation 6(2)

Members must also ensure the Management Committee complies with all legal and statutory requirements and should seek advice from the Governance Clerk or other professionals where appropriate.

Members must act in accordance with and ensure the Management Committee fulfils its duties under:

- The Department for Education (DFE) Governance Guidance for Maintained Schools
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, including Regulation 8 (Chair's Urgent Action)
- The Seven Principles of Public Life (Nolan Principles)
- The Equality Act 2010
- Keeping Children Safe in Education

2. Strategic Responsibilities

Members work closely with the Headteacher and Senior Leadership Team, maintaining a clear distinction between strategic oversight and operational management.

Members must remain independent of operational management, focusing on governance, assurance, and accountability rather than day-to-day decisions.

©Devine Education Consultancy Ltd

Members are responsible for:

- Determining the PRU's mission, values, and long-term vision. Approving key policies and strategic priorities.
- Working with leaders to develop and monitor strategies for achieving the PRU's aims.
- Ensuring all pupils have access to a broad, balanced, and inclusive curriculum that prepares them for future education and life.
- Setting and monitoring the PRU's budget, ensuring resources are used effectively.
- Reviewing staffing structures to ensure alignment with strategic priorities.
- Ensuring robust risk management procedures are in place and effectively monitored.
- Ensuring compliance with safeguarding, Prevent, equality, and health and safety duties
- Ensure compliance with the Data Protection Act 2018 / UK GDPR and the Health and Safety at Work etc. Act 1974, including assurance that leaders maintain appropriate systems and reporting structures.
- Ensure safeguarding and child protection arrangements are fully compliant with Keeping Children Safe in Education and that Members receive regular updates and training on safeguarding and Prevent duties.

3. Monitoring and Evaluation

Members will monitor the PRU's performance and hold leaders to account by:

- Measuring progress against strategic objectives and improvement priorities.
- Evaluating data and reports provided by leaders and external partners.
- Ensuring appropriate policies and procedures are in place and effectively implemented.
- Asking challenging, evidence-based questions to support accountability.
- Holding the Headteacher to account for standards, financial probity, and statutory compliance.
- Visiting the PRU to observe practice and report findings to the Committee (e.g. as Link Members).
- Monitoring safeguarding and equality compliance through regular reports.
- Ensuring internal and external audit findings are reviewed and that actions are implemented.

4. Panels and Boards

Members may be asked to serve on panels or boards to:

- Appoint the Headteacher and senior leaders.
- Appraise the Headteacher and make pay recommendations.
- Hear staff grievances and disciplinary matters.
- Review pupil exclusions and behaviour matters

©Devine Education Consultancy Ltd

5. Personal Conduct and Ethical Standards

Members must:

- Model professional behaviours consistent with the Nolan Principles: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
- Declare and manage any conflicts of interest.
- Maintain confidentiality and promote transparency in all Committee dealings.
- Uphold equality, diversity, and inclusion across all governance activities.
- Demonstrate respect, professionalism, and commitment to continuous improvement.
- Observe the Management Committee's Code of Conduct.

6. Training and Development

Members will:

- Undertake induction training upon appointment.
- Complete mandatory safeguarding and prevent training, reviewed annually.
- Engage in ongoing governance and statutory training, including data protection and financial oversight.
- Contribute to self-evaluation and continuous improvement of the Management Committee

7. Contribution to the Management Committee

Members are expected to:

- Attend all scheduled meetings (minimum six per year) and actively participate.
- Read papers in advance and prepare questions for leaders.
- Maintain professional relationships with colleagues and staff.
- Visit the PRU periodically to understand its work and culture.
- Support the Chair and Vice Chair in maintaining high standards of governance.

8. Key Reference Documents

- Department for Education (DFE): 'Governance Guidance for Maintained Schools'
- Committee on Standards in Public Life: The Seven Principles of Public Life (Nolan Principles)
- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013
- Keeping Children Safe in Education (September 2025)
- Equality Act 2010

9. Policy Review

The Management Committee will ensure this Members Role Description is reviewed at least once each academic year and amended promptly in response to any changes in national or local governance guidance.

The Management Committee is committed to promoting equality, diversity, and inclusion. All members are expected to uphold this commitment in accordance with the Public Sector Equality Duty (Equality Act 2010).

©Devine Education Consultancy Ltd