



**Cranbury
College**

**STANDING ORDERS FOR
THE PROCEDURAL WORKINGS OF
THE MANAGEMENT COMMITTEE OF
CRANBURY COLLEGE**

As of 4th October 2017

Cranbury College Management Committee Standing Orders

CONTENT

The Standing Orders cover:

- Meetings of the Management Committee
- Term of Office of Chair and Vice-Chair(s)
- Election process for Chair and Vice-Chair(s)
- Term of Office for Members
- Appointment of the Clerk
- Quorum
- Committee membership
- Delegation of functions

MEETINGS OF THE MANAGEMENT COMMITTEE

The Full Management Committee (MC) has agreed to meet at least **six** times in each school year. The Finance, Pay and Staffing Sub-committee and the Quality of Provision and Standards Sub-committee will each meet at least **three** times in each school year. Dates of the meetings for the year to be decided in advance and published at the beginning of the academic year.

TERMS OF OFFICE

The Management Committee resolves that the Chair and Vice Chair(s) of the Committee will have a term of office of **one year** and the term of office will end on the date of the first meeting of the Management Committee after the anniversary of his/her election or at the end of his/her term of office as a member, whichever date is earlier.

The Chair and Vice Chair(s) may be nominated for a second term of office.

ELECTION OF CHAIR AND VICE-CHAIR

The Management Committee resolves that the following process will apply to the election of Chair and Vice-Chair(s):

Members will be able to submit written nominations prior to the full Management Committee and verbal nominations at the meeting. A member can nominate him/herself for office and does not need to be present at the meeting to be considered.

Nominee(s) will be asked to leave the room whilst the election process takes place.

If there is more than one nominee, the remaining members will take a vote by a secret ballot. The Clerk will tally the votes at the meeting.

The nominee(s) will return to the meeting.

The Clerk will announce the result, with the nominee polling the majority of votes being duly elected.

If there is a tie, each candidate will be given the opportunity to speak to the members about their nomination and a further vote would be taken.

If there is still a tie, members should discuss the strengths of the nominees further, and another vote will be taken. This process will repeat until a nominee polls a majority of the votes.

Cranbury College Management Committee Standing Orders

TERM OF OFFICE FOR EACH CATEGORY OF MEMBER

Currently, the normal term of office for all members (irrespective of category) is four years. A shorter term of office may be allowed with the agreement of the Management Committee.

Members may stand for re-election to further terms of office.

The Management Committee agrees to appoint associate members to the Management Committee, in addition to the agreed Constitution. Associate members will have no voting rights on the full Committee, but may be appointed as a full voting member on a subcommittee.

The Deputy Headteacher and Business Manager are associate members of the Management Committee.

The Business Manager is an associate member of the Finance Pay and Staffing Subcommittee.

APPOINTMENT OF THE CLERK

The Management Committee will appoint a Clerk to the Management Committee. It is anticipated that the role of Clerk will involve approximately 150 hours of work in an academic year. There will be a Job Description for this role.

The Clerk of the Management Committee should ensure that the work of the Management Committee complies with the regulations.

- Agendas and papers should be circulated to all members at least **seven** days in advance of the meeting.
- Minutes of the full Committee should be circulated to all members within **two weeks** of the date of the meeting.
- Minutes should be signed by the Chair at the next Management Committee meeting to verify that the minutes are a true record.
- Summary reports of Sub-committee meetings should be circulated to all members (not just those on the sub-committee) and be presented to and received by the next Management Committee meeting.

QUORUM

The Management Committee notes the requirements in respect of a quorum.

Full Management Committee	QUORUM REQUIREMENT
13 Members, including the Headteacher	Half of number in post rounded down to nearest whole number.
Finance, Pay and Staffing Sub-committee	
Up to 6 Members, including the Headteacher	3
Quality of Provision and Standards Sub-committee	
Up to 6 Members, including at least one member of the Senior Leadership Team	3
Headteacher's Performance Management Panel	
2 members and the School Partnership Advisor	2

Cranbury College Management Committee Standing Orders

SPECIFIC RESPONSIBILITIES

The following responsibility will be led by an individual member of the Management Committee:

Monitoring of Safeguarding – currently the Chair of MC

The following responsibility will be led by the Finance, Pay and Staffing Committee:

Monitoring of Pupil Premium

OTHER COMMITTEES

The Management Committee, the Finance, Pay and Staffing Sub-committee and the Quality of Provision and Standards Sub-committee meet regularly as described above, and the Headteacher's Performance Panel which will meet when required and at least twice a year, are the only permanent committees at present.

However, should the need arise; the following Sub- committees will be convened:

Committees	Membership	Quorum
Staffing Appeals	Three members (excluding teacher and non-teaching members)	3 Members
Pay Committee	Three members (excluding members of staff)	3 Members
Pay Appeals	Three members (excluding members of the Finance, Pay and staffing Sub-committee and also teacher and non-teaching members)	3 Members
Pupil Discipline	Three non-staff members	3 Members
Working Parties	Will appoint from Management Committee when need arises	3 Members

DELEGATION OF FUNCTIONS

The Management Committee can delegate any of its statutory functions to a Sub-committee, a member or the Headteacher, subject to the restrictions described below. The Management Committee must review the delegation of functions annually. The Management Committee will remain accountable for any decisions taken, including those relating to a function delegated to a Sub-committee or individual.

Functions which cannot be delegated

The following functions will not be delegated:

- the constitution of the Management Committee
- the appointment or removal of the Chair or Vice-Chair(s)
- the appointment of the Clerk
- the suspension of members
- the establishment of Sub-committees and delegation of functions.

The Management Committee can still perform functions it has delegated. This enables the Management Committee to take decisions on matters that are discussed at meetings on functions that have been delegated.

The Management Committee agrees to the delegation of the functions as described in

Cranbury College Management Committee Standing Orders

the terms of reference of the individual Sub-committees' terms of reference.

The Chair of the Management Committee

The Chair of the Management Committee can act in cases which may be deemed urgent, i.e. where a delay* in exercising the function would be seriously detrimental to the interests of the school, a registered pupil, their parent or a person employed to work at the school.

*(*delay means "delay for a period extending beyond the earliest date on which it would be practicable for a meeting of the Management Committee or of a committee to which the function in question has been delegated, to be held").*

Staff appointments and dismissals

The Management Committee has overall responsibility for all staff appointments and dismissals. The Management Committee agrees that the Headteacher will be responsible for staff appointments outside of the leadership group and initial staff dismissals, with advice from the Chair and a representative from the LA Human Resources (HR). All appointments and dismissals are subject to the adoption of appropriate HR policies.

In exceptional circumstances an individual member or group of members, with or without the Headteacher, will deal with staff appointments outside of the leadership group and initial staff dismissal decisions.

The exceptional circumstances are as follows:

- where the Headteacher has been directly involved in disciplinary procedures leading to dismissal, has instigated a proposal to dismiss, or is witness to particular conduct giving grounds for the dismissal in question. The arrangements for delegating initial dismissal decisions should be considered on a case by case basis in the light of circumstances.
- appointments of support staff outside of the leadership group who are required to act in a senior management capacity. This ensures that the Management Committee may also lead in the appointment of support staff with senior management responsibilities.
- a Headteacher subject to suspension, disciplinary procedures (including capability), or disciplinary sanction
- where the LA has made representations to the Chair of the Management Committee on grounds of serious concerns about the performance of the Headteacher
- where the Headteacher has failed to abide by financial limits agreed by the Management Committee for any school purpose.

In the exceptional circumstances outlined above the following arrangements will apply:

the Management Committee will, when necessary, form a Sub-committee that will be responsible for staff appointments and the Staff Disciplinary Sub-committee will be responsible for initial staff dismissal issues.

Appointment of Headteacher and Deputy Headteacher

The Management Committee will be responsible for selecting an Appointments Panel (of at least 3 Members) to lead on the appointment of a Headteacher and Deputy Headteacher

Cranbury College Management Committee Standing Orders

DECLARATION

The Management Committee, at its meeting on the 4th October 2017 resolved to adopt these Standing Orders. A copy has been forwarded to the Clerk to the Management Committee for the formal Management Committee records and a copy has been retained at the College for reference.

Signature (Chair)Debbie Owen-Mann.....

Date of signature4th October 2017.....