

APPENDIX B

City & County of Swansea PRU Management Committee Terms of Reference

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| 1.0 | Roles & Responsibilities of the Management Committee |
| 1.1 | <p>The management committee will play a strategic and advisory role in exercising their functions, and any functions delegated to them by the local authority. In particular, the management committee will work closely with the local authority in setting up a strategic framework for the PRU to include:</p> <ul style="list-style-type: none">• Setting out appropriate aims and objectives• Identifying and including policies, targets and priorities• Setting out arrangements for monitoring and reviewing aims and objectives, and whether the policies, targets and priorities are being achieved |
| 1.2 | <p>The management committee will be responsible for:</p> <ul style="list-style-type: none">• Conducting the PRU• Dealing with complaints relating to the curriculum• Discipline• Appraisal of teaching staff• Ensuring that the voice of the pupil is heard |
| <p>Note: <i>It is the local authority's duty to make arrangements for the provision of suitable education for children who may not receive such education in a mainstream school because of illness, exclusion or otherwise. It is the local authority's responsibility for maintaining the PRU and must ensure that the PRU is suitably resourced and organised to provide a high standard of education. The Local Authority retains responsibility for appointments and dismissals.</i> <i>The Education (Pupil Referral Units) (management Committees etc.) (Wales) Regulations Statutory Guidance Annex D specifies the roles and responsibilities for the Local Authority and the Management Committee.</i></p> | |
| 2.0 | Meetings |
| 2.1 | The committee will meet no less than once each term. |
| 2.2 | The chair, or any three members of the management committee can request a management committee meeting by giving written notice to the clerk that summarises the business to be conducted. The clerk will then convene a meeting as soon as is practicable. |
| 2.3 | The meeting agenda and any associated papers should be circulated via e-mail, five school days prior to each meeting. |

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| 2.4 | All members will be required to declare if there is any potential for real or perceived conflict of interest in relation to any matters considered by the committee |
| 3.0 | Membership |
| 3.1 | A list of members can be found at Annex 1 |
| 3.2 | Any member absent for two consecutive (termly) meetings will be asked to give up their membership of the committee (unless there are exceptional circumstances). The clerk will be asked to find a new member. |
| 3.3 | The term of office for all committee members is four years. Any member may at any time resign by giving written notice to the clerk. A member who reaches the end of their term and remains eligible, can be re-appointed or re-elected for a further term. |
| 4.0 | Additional Members and Subgroups |
| 4.1 | It is at the management committee's discretion whether they chose to appoint sponsor members. The management committee can appoint a maximum of two persons as sponsor members. |
| 4.2 | The Management Committee will establish two sub-groups: <ol style="list-style-type: none"> 1. Curriculum & Standards sub group 2. Behaviour & Attendance sub group The sub-groups will report back to the management committee for decisions. |
| 5.0 | Chair / Vice Chair |
| 5.1 | The term of office of the chair / vice chair is one year. |
| 5.2 | The chair / vice chair will hold office until their successors are appointed. However, they may choose to resign at any time by giving notice in writing to the clerk of the management committee, or they may be removed in line with the Welsh Government regulations. |
| 5.3 | The chair or vice chair has the power to carry out functions of the management committee if a delay in exercising a function is likely to be seriously detrimental to the interests of the PRU, a pupil at the PRU or their parents, or a person who works at the PRU. |
| 6.0 | Quorum |
| 6.1 | The quorum for any management committee meeting (and vote) must be one half (rounded up to a whole number) of the membership of the management committee. This does not include any member vacancies. For example: if the full membership is 15, then the quorum for a management committee is eight members. However, if there are two vacancies on a committee of 15, the quorum is 7. |

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| 7.0 | Voting |
| 7.1 | Every question to be decided at a management committee meeting by vote, must be one half (rounded up to a whole number) of the membership of the management committee. This does not include any member vacancies. |
| 8.0 | Budgets & Finance |
| 8.1 | Whilst it is the responsibility for the Local Authority to establish a budget and finance policy for the PRU, the Committee will be kept informed of the budget and expenditure within the PRU's through regular reporting to the management committee by the Heads of Centre. |

Annex 1

Management Committee Membership

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| Community Members | Mr Rob Phillips (Head teacher) Mr Alan Tootill (Head teacher) Mrs Alison Williams (Head teacher) Mrs Bev Phillips (Head teacher) Mrs Julie Thomas (Social Services, Child & Family) Mrs Sue Bartle (SNAP Cymru) Mrs Sian Pascoe (Challenge Adviser) Mrs Karen Draper (Challenge Adviser) |
| Parent Member | Mrs Nicola Lockhart |
| Local Authority | Cllr Christine Richards (Deputy Leader) Vacant Post Mr Mark Sheridan (Senior Educational Psychologist) |
| Staff Members | Mr Simon Evans (EOTAS Lead) Mr Leigh Worth (EOTAS Lead) Mrs Sara Faye (EOTAS Lead) |
| Clerk to the Committee (non-member) | Mr Fraser Newbury (Principal Officer, SEN) |