

# APPENDIX C

## Roles and responsibilities of management committees

### Key Functions of Pupil Referral Units

#### Key to decision levels

**Level 1** = decisions made by local authority

**Level 2** = decisions made by local authority (where advice from the management committee is strongly recommended)

**Level 3** = decisions made by management committee only (e.g. function/task delegated to management committee)

**Level 4** = decisions made by management committee (where advice from the local authority is strongly recommended)

**Level 5** = decision made by the teacher in charge

Roles and responsibilities of management committees (MCs)								
Key function	No	Tasks	Level 1	Level 2	Level 3	Level 4	Level 5	Comments
<b>Budgets</b>	1	Local authorities to establish a budget and finance policy for their PRUs		✓				PRUs do not have a delegated budget, and it is for the LA to decide the budget for each of their PRUs. However, we recommend that local authorities should have a budget and finance policy for their PRUs and MCs' views should be sought in deciding budgets. MCs should be encouraged to undertake some of the associated tasks, e.g. to advise on any tendering exercises or discussions about contracts.
	2	To approve the budget plan each financial year	✓					
	3	To monitor monthly expenditure						
	4	To establish a charging and remissions policy		✓				
	5	Miscellaneous financial decisions (identified in policy)		✓				
	6	To enter into contracts (identified in policy)	✓					
	7	To make payments (identified in policy)	✓					
<b>Staffing</b>	1	Teacher in charge appointments		✓				Staff who work in PRUs are employed by LAs; and existing legislation provides for the LA to discharge all staffing functions, including pay matters. Some teachers/instructors are employed under similar terms as those in maintained schools – under teachers' pay and conditions – and others on similar terms to other LA staff.  MCs are expected to help in improving the effectiveness of PRUs. They should, therefore, be encouraged to be involved in deciding on staff structures and to assist in the appointment and other staffing matters of key posts in the PRU.
	2	Deputy TIC appointments		✓				
	3	Appoint other teachers		✓				
	4	Appoint non teaching staff		✓				
	5	Agree a pay policy		✓				
	6	Pay discretions		✓				
	7	Establishing staff disciplinary/ capability procedures		✓				
	8	Dismissal of teacher in charge		✓				
	9	Dismissal of other staff		✓				
	10	Suspending head		✓				
	11	Suspending staff (except head)		✓				
	12	Ending suspension (head)		✓				
	13	Ending suspension (except head)		✓				
	14	Determining staff complement		✓				
	15	Determining dismissal payments / early retirement	✓					
	16	To ensure that staff have successfully undergone criminal records checks.	✓					

Roles and responsibilities of management committees (MCs)								
Key function	No	Tasks	Level 1	Level 2	Level 3	Level 4	Level 5	Comments
Curriculum	1	To establish a curriculum policy (broad and balanced, not necessarily national curriculum)		✓	✓		✓	The regulations provide for the LA, the MC and the TiC to work jointly in agreeing a curriculum policy for their PRU and to review the policy from time to time. It is recommended that they do so at least once a year.  The policy must therefore set out the procedures for the implementation and monitoring of the policy. The level(s) at which tasks 2 to 6 should be carried out are recommended.
	2	To implement curriculum policy					✓	
	3	To monitor curriculum policy			✓			
	4	Responsible for standards of teaching			✓		✓	
	5	To decide which subject options should be taught having regard to resources, and implement provision for flexibility in the curriculum (including activities outside the school day)			✓		✓	
	6	Responsibility for individual child's education			✓		✓	
	7	Provision of sex education – to establish and keep up to date a written policy		✓			✓	
	8	To prohibit political indoctrination and ensuring the balanced treatment of political issues		✓		✓	✓	
Performance Management	1	To formulate a performance management policy		✓				The LA is responsible for performance management of staff working in PRUs. However, the Welsh Government recommends that the views of MCs are sought in all tasks relating to performance management, and that the MC and the TiC are given responsibility to deliver the policy. Also, the LA must appoint school improvement partners to provide advice on improving standards at the PRU to the LA, the MC and the TiC.
	2	To establish a performance management policy		✓				
	3	To implement the performance management policy		✓				
	4	To review annually the performance management policy		✓				
	5	To deliver the performance management				✓	✓	
Target Setting	1	To set targets for individual pupil achievement (learning plan), including exit strategy.					✓	Each pupil should have a learning plan based on prior attainment and expected future attainment. The TiC and other staff should have primary responsibility for this task.

Roles and responsibilities of management committees (MCs)								
Key function	No	Tasks	Level 1	Level 2	Level 3	Level 4	Level 5	Comments
Discipline/ Exclusions	1	To establish a discipline policy			✓			The MC is responsible for establishing and reviewing discipline policies. The MC must agree measures to ensure the promotion and implementation of high standards of behaviour and discipline.  In relation to pupil exclusion, the MC will need to consider whether or not to confirm decisions to exclude pupils permanently or those that are excluded for fixed periods of more than 15 days in total in a term. Where a pupil would lose the opportunity to sit an examination while on exclusion, the MC (can be delegated to chair/vice-chair in urgent cases) must consider whether or not to lift the exclusion.
	2	To review the use of exclusion or would lose the opportunity to sit a public examination			✓			
	3	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in urgent cases)			✓			
Admissions		Admissions policy (and exit strategy)		✓				Although admissions of pupils is the responsibility of the LA, it would be sensible for the MC to be able to advise the LA on all admission issues, e.g. the maximum number of pupils to admit and the type(s) of needs to cater for, taking account of available resources (as set out in the budget plan).
Special Educational Needs	1	To have regard to guidance in the Code of Practice on SEN		✓			✓	The LA, MC and TiC must have regard to statutory guidance set out in the Code in meeting the needs of pupils who have SEN.
	2	To secure appropriate provision for pupils who have SEN		✓			✓	The LA must inform the TiC, relevant staff and the MC (or a member of the MC with responsibility for pupils with SEN) about the particular SEN of pupils attending their PRU with a view to meeting their needs effectively.
	3	To ensure that teachers identify and effectively provide for pupils who have SEN		✓			✓	
	4	To co-ordinate SEN provision with other schools.		✓			✓	Where it is desirable to co-ordinate the provision for pupils who have SEN, MCs should consult the LA and local schools (including special schools) to ensure that effective provision is available for all such pupils in the area.

Roles and responsibilities of management committees (MCs)								
Key function	No	Tasks	Level 1	Level 2	Level 3	Level 4	Level 5	Comments
<b>Premises &amp; Insurance</b>	1	Buildings insurance and personal liability	✓					The LA, as owner of the premises, must ensure that suitable insurance is in place.  The Welsh Government suggests that the LA and the MC jointly develop a buildings strategy.
	2	Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements		✓				
	3	Procuring and maintaining buildings, including developing properly funded maintenance plan		✓				
<b>Health &amp; Safety</b>	1	To institute a health and safety policy		✓				
	2	To ensure that health and safety regulations are followed.			✓		✓	
<b>School Organisation</b>	1	Proposal to alter or discontinue a PRU		✓				It is good practice for management committees as well as staff and parents to be consulted when the LA proposes to close a PRU or to make significant changes to PRUs.  While it is for the LA to decide dates for terms and holidays, the Welsh Government suggests that the MC's views are sought. The LA must jointly decide with the MC the times of school sessions.
	2	To set the times of school sessions and the dates of school terms and holidays		✓	✓			
	3	To ensure that the school meets for agreed number of sessions in a year				✓		
<b>Management Committee Procedures</b>	1	To draw up instrument of government and any amendments thereafter	✓					
	2	To appoint (and remove) the chair and vice-chair			✓			
	3	To appoint and dismiss the clerk to the MC				✓		
	4	To ensure that at least three MC meetings are held in a school year			✓			
	5	To appoint and remove community or sponsor members				✓		
	6	To set up a Register of Members' Business Interests				✓		
	7	To consider whether or not to exercise delegation of functions to individuals or sub-committees			✓			
	8	To regulate the MC procedures (where not set out in law)			✓			
	9	Set up a complaints procedure	✓					It is good practice to have a complaints procedure which sets out how complaints about any aspect of the PRU can be registered. In the case of complaints about the curriculum the MC must establish a complaints procedure.

**Roles and responsibilities of management committees (MCs)**

Key function	No	Tasks	Level 1	Level 2	Level 3	Level 4	Level 5	Comments
<b>Provision of facilities and assistance</b>	1	To decide to offer additional activities and to what form these should take				✓		Regulations provide for MCs to provide additional services which meet the needs of the local community if they wish to do so. However, MCs will need the consent of their LA before considering doing so. Where such additional services are being provided, the MC must establish and publicise procedures to deal with complaints relating to these services.
	2	To put into place the additional services provided			✓			
	3	To ensure delivery of services provided			✓			
	4	To cease providing extended school provision			✓			
	5	To decide to provide advice to schools and local authorities				✓		The MC may provide advice or assistance to the governing bodies of local schools and to local authorities. This could be useful when working with pupils based in local schools, with a view to addressing particular issues, e.g. behaviour.
<b>Pupil wellbeing/ community</b>		To promote the wellbeing of pupils and community cohesion			✓			As part of their responsibility for the good management of PRUs, MCs have a duty to promote pupils' wellbeing and community cohesion. Like schools, PRUs are expected to play an active part in the development of local services, through engagement in children's trusts and by having regard to the local Children and Young People's Plan – for example when making decisions on childcare arrangements. <sup>3</sup>