



The Leadership & Management Committee of Hagley Primary School Terms of Reference Updated September 2025

Introduction

In accordance with the Governance Handbook (2017), all governing boards should hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.

The Governing Body of Hagley Primary School choose to delegate decisions regarding Leadership & Management to the Leadership & Management Committee

Purpose of the committee

The purpose of this committee is to hold the Head Teacher to account for all the outcomes of all pupils, standards across the school and Progress against School Priorities. The committee strive for excellence across the school and achieve this through strategic planning and the challenge and support of the Head Teacher.

Duties

- **To meet early in the term to agree the work of the governing body and its committees for that term and beyond**
- **To monitor and have regard for Well being and work life balance of Head teacher and Senior Leaders**
- **To monitor and keep under termly review progress towards SDP Priorities & Ofsted Action Plan**
- **To monitor keep under review SEF, Strategic Direction and Governor section of Website**
- **To monitor moderation by External agencies and validation and review progress against agreed targets**
- **To lead on the Parent Questionnaire Annually and agree action points for the academic year**
- **To agree, by early in the autumn term, the programme of work and calendar of meetings for the governing body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents**
- **To monitor the progress of work being undertaken by committees and individuals.**
- **To consider recommendations made by committees with regard to the working of the governing body**
- **To establish and keep under review a protocol for the governing body**
- **To establish and keep under review arrangements for governors' monitoring visits to school**
- **To oversee arrangements for governor involvement in formulating and monitoring the School Development Plan**
- **To make recommendations to the governing body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an OfSTED inspection**
- **To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the headteacher**
- **To undertake tasks delegated to them by the governing body**
- **To review its own progress on a regular basis, taking into account its own performance, constitution and these terms of reference to make sure that the committee is operating at its full potential.**

Membership and quorum

The committee will be appointed by the governing board annually and will consist of an elected chair, the headteacher and other nominated governors. Senior Leaders and the Business Manager may also be asked to attend committee meetings to help identify any areas for concern and discuss how these can be addressed.

In accordance with part 5 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, the committee is only open to no less than three governors.

The quorum of the committee will be half of the number rounded up to the nearest whole.

Meeting and recording arrangements

- **The committee will meet as often as necessary to fulfil its responsibilities and at least once**



per term. The chair or any two committee members may call unscheduled meetings as long as appropriate notice is given to all members of the committee.

- The clerk to the committee – who also acts as the clerk to the governing board – will circulate an agenda and any other relevant documents to the meeting no fewer than seven days prior to the meeting.
- The clerk will take minutes of the meeting which will then be shared with the committee chair and circulated to the committee members for approval at the following meeting.
- If the clerk is unable to attend the meeting, the committee must appoint a clerk in accordance with the School Governance Regulations, which state that the governing board must appoint a clerk, who must not be the headteacher of the school.
- The committee may invite non-members to meetings to assist or advise on a specific matter or issue. These additional attendees will not be entitled to vote on any matters. Any appointed associate members may be given the right to vote; however, only at committee level.
- Every matter to be decided upon will be determined by a majority vote; each member of the committee shall be entitled to one vote. Where there is an equal division of votes, the chair will have the deciding vote.
- A register of attendance shall be kept for each meeting and will be published on an annual basis.

Authority

The committee is authorised by the governing board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from an employee, with all employees directed to cooperate with any request made by the committee.
- Obtain any outside legal or independent professional advice where it deems it necessary.

Review dates and terms of office

The committee, their responsibilities and the delegation of responsibilities will be appointed and administered annually by the board, and shall hold office from the date of their appointment until their resignation, or their omission from membership of the committee after consideration by the governing board, whichever happens first.

The governing board will determine the constitution, membership and terms of reference of the committee and review these annually for the duration the committee is required.

Agreed by the Leadership & Management Committee on October 2024	Date 7th Oct 2025
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mrs V Payne	G	
Mrs R Core	G	
Mr J Bryant	G	
Mrs T Davis	G	
Mrs C Smith	G	
Mr R Tindell	A	

Chair of Committee	Mrs R Core	Clerk to the Committee	Mrs L Simpson
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Quorum 50% rounded up	3 Governors
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Date Committee Established	7 th July 2022
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Date of review	Annually September
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