

**TERMS OF REFERENCE**

**GOVERNORS LEADERSHIP & MANAGEMENT COMMITTEE**

**Amended & approved: February 2021**

**MEMBERSHIP**: Principal and four Governors.

**QUORUM**: Three

**MEETINGS:** As required but not less than once per term

**REMIT**: The Leadership & Management (L&M) Committee shall have delegated powers to act on behalf of the Governing Board in the matters detailed below.

**The functions of the Leadership & Management Committee shall be:**

1. To determine the staff complement and staffing structure of the academy (liaising with the Finance & Audit Committee on resources).
2. To be responsible for determining the appointment procedures for Assistant Principal posts and ensuring they are implemented. This may include the Principal, but where not involved in the appointment, the Principal has a right to attend to offer advice.
3. To act as a pool of Governors for staff appointments, which may include the Principal.
4. To keep under review the following personnel procedures and make recommendations for change to the Full Governing Board:
* Redundancy
* Grievance
* Conduct and Discipline
* Capability and Ill Health (including absence monitoring)
* Premature Retirement
* Leave of Absence
* Mental Health and Wellbeing
1. To approve Discretionary Leave of Absence in line with the Policy previously agreed by the Governing Board.
2. To receive and determine any applications for Premature Retirement. It will be the policy of the Governing Board not to award any enhancement.
3. To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
4. To recommend to the whole Governing Board, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership group.

**REPORTING ARRANGEMENTS:**

The committee shall report to the Governing Board at the next Governing Board meeting.