

# **Executive Principal Sub-committee**

## **Terms of Reference**

**2017-2020**

Agreed by the Full Governing Bodies on 20<sup>th</sup> Jan 2017

### **Membership**

Fr Devany (St Patricks)  
Lina Lane (St Patricks)  
Rachel Jones (St Patricks)  
David Grounds (St Patricks)  
Jackie Brooks (St Patricks)

Mike Zammit (OLSJ)  
Barbara Rogers (OLSJ)  
Jessica Byrne (OLSJ)  
Brian McNulty (OLSJ)  
Grace Rothery (OLSJ)

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| Quorum: 3 with at least 1 representative governor from each school |
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## **The role of the Chair of the Executive Principal Sub-committee**

- To ensure the business of the EPS is conducted properly, in accordance with legal and Local Authority delegation requirements.
- To ensure meetings of run effectively, focusing on priorities and make the best use of time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the Executive Principal based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the EPS acts as a sounding board to the Executive Principal and provides strategic direction.

**Disqualification – the Executive Principal, Staff Governors, Pupils, Staff members.**

## **The role of the Clerk to the EPS**

- To work effectively with the Chair of the EPS, the other Governors and the Executive Principal to support the EPS and in turn the FGBs and their Clerks.
- To advise the EPS on Constitutional and Procedural matters, duties and powers.
- To convene meetings of the EPS
- To attend meetings of the EPS and ensure minutes are taken.
- To maintain a register of members of the EPS and report vacancies to the Governing Body.
- To give and receive notices in accordance with relevant regulations.
- To perform such other functions as may be determined by the EPS from time to time
- To send minutes of each EPS meeting to the FGBs and their Clerks.

**Disqualification – Governors, Associate Members, the Executive Principal**

## **The Executive Principal Sub-committee (EPS)**

*The EPS needs to take a strategic role, and be accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.*

### **Core Functions**

1. To ensure that the vision, ethos and strategic direction of the schools are clearly defined.
2. To ensure that the Executive Principal performs his responsibilities for the educational performance of the schools.

### **Terms of Reference**

- To hold at least 3 EPS meetings a year.
- To report to the FGBs at least three times a year.
- To promote and maintain the Catholic ethos across the two schools in accordance with guidance and requirements of the Diocese.
- To receive reports from any individual to whom a decision has been delegated and to consider whether any further action by the EPS or FGBs is necessary.
- To review the delegation arrangements annually.

**Disqualification – as per Regulation 20 and Schedule 6 of the Constitution Regulations**

## **School Standards**

- To consider and advise the FGBs on standards and other matters relating to the school's curriculum, including statutory requirements and the School's Curriculum Policy.
- To review and monitor Pupil Progress and advise the FGBs.
- To consider and advise the FGBs on issues impacting on the attainment of standards e.g. attendance, staff training etc.
- In consultation with the Executive Principal, to set the annual pupil attainment and attendance standards (targets) for recommendation to the FGBs.
- To review and monitor the School Improvement Plans and advise the FGBs.
- To consider curricular issues which have joint implications for finance and personnel decisions and report to the FGBs.

## **Executive Principal Performance Management**

- To arrange to meet with the External Adviser to discuss the Executive Principal performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Executive Principal against the targets
- To make decisions in respect of awards for the successful meeting of targets set (if potential awards monies not already factored into the budget at the start of each financial year).