

## Headteachers' Committee

### 1. The Headteachers' Committee

#### 1.1 Membership

The committee shall consist of the Headteacher of each Partner School or his/her designated representative acceptable to the committee as a whole and empowered by the absent Headteacher to act with his/her complete authority.

The Programme Manager will attend in an ex-officio, but non-voting, capacity. Course Tutors will attend by invitation, according to agenda items.

#### 1.2 Chairperson

The Headteachers' Committee will be chaired by the Lead School Headteacher.

#### 1.3 Quorum

One representative from each of three-fifths of the Partner Schools.

#### 1.4 Meetings

As the committee decides but no less than three times a year.

#### 1.5 Minutes

All meetings are to be minuted and circulated to all members of the Headteachers' Committee, the Management Committee and the Academic Committees.

#### 1.6 Agenda

Lead School Headteacher will take responsibility for the agenda in consultation with the Programme Manager. Members of the committee will also be invited to put forward items for the agenda in good time ahead of the meeting.

### 2. Terms of Reference

**2.1** To determine all aspects of the strategic direction of the Consortium and its operation.

**2.2** To establish and maintain an explicit Partnership Agreement that determines the roles of all stakeholders within the Consortium.

**2.3** To ensure that the ITT Consortium, its Partner Schools and ITT staff comply with all requirements set by Central Government and/or DFE (Selection and De-selection criteria are defined in Appendix M).

**2.4** To receive recommendations from the Budget Committee and to agree the annual budget for the Consortium by no later than the first half-term holiday (October) in each Academic Year. To monitor spending and vary the budget as required. To respond to any concerns raised by the Lead School Finance Committee of Governors and/or its Responsible Officer.

**2.5** To determine required policy statements, procedures and protocols are set and adhered to; to ensure such policies/procedures and protocols are regularly reviewed and adjusted as necessary.

**2.6** To take overall responsibility for the quality of ITT provision across the Consortium; to respond to quality assurance issues raised internally by the QA Committee, trainees, partner schools or other

stakeholders to ensure appropriate preparation for and response to external quality audits (e.g. Ofsted, Central Government, DfE Accrediting University).

**2.7** To determine staffing arrangements for the Consortium, including Job Specifications, Rates of Pay and other terms of service.

**2.8** To recruit staff to Consortium posts.

**2.9** To oversee the work of the Programme Manager, the Management Committee, the Academic Committees and other groups of Consortium members.

**2.10** To oversee the recruitment of trainees, agree their allocation to Partner Schools and ensure their progress is fairly monitored.

**2.11** To invoke selection and de-selection procedures.

**2.12** To ensure that the successful graduation of trainees is appropriately celebrated.

**2.13** To have responsibility for personnel management of ITT within the Consortium, this to include discipline, grievance and capability procedures and to provide independent conciliation/appeal processes as determined by those procedures.

**2.14** To consider all other personnel issues not covered elsewhere.