

Management Committee

1. The Management Committee

1.1 Membership

The committee shall consist of:

- Programme Manager (Chair)
- ITT Course Tutor(s)
- Professional Mentors

1.1 Chairperson

The Management Committee will be chaired by the Programme Manager

1.2 Quorum

Three-fifths of the membership

1.3 Meetings

At least three times a year, usually once each term

1.4 Minutes

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

1.5 Agenda

The Chairperson of the Committee will take responsibility for the agenda in consultation with the Course Tutors.

2. Terms of Reference

2.1 To report to the Headteachers' Committee on all programme matters.

2.2 To respond to any concerns raised by the Headteachers' Committee, the QA Committee or any Partner School within the Consortium concerns regarding programme matters.

2.3 To contribute to the development of all aspects of the course as part of the annual review.

2.4 To respond to any concerns raised by Professional Mentors or Lead Subject Mentors regarding the progress of trainees.

2.5 To keep under review the assessment of trainees with regard to QTS and the PGCE drawing on evidence from the QA Committee.

2.6 To keep under review the course demands on trainees' and trainers' workload.

2.7 To consider and make recommendations on curriculum developments in light of internal QA evidence and in light of changing statutory requirements and government policy initiatives.

2.8 To ensure that any action which the Management Committee takes is in accordance with the Aims and Objectives, Rationale and Protocols of the Partnership Agreement.