SCHOOL MANAGEMENT COMMITTEE
Terms of Reference and Membership

1. Terms of Reference

The School Management Committee’s role is to provide effective, coordinated and strategic leadership to the School. It:

- Ensures the effective leadership and management of the activities of the School;
- Develops and monitors the overall strategic direction of the School, updating the School Strategic Plan as required;
- Ensures that the School Strategic Plan and its associated strategies are implemented;
- Monitors the significant risks faced by the School and oversees the necessary risk management and internal controls;
- Monitors the performance of the School against agreed objectives, targets and budgets and where necessary takes corrective action;
- Maintains a high-level understanding of the wider context and environment in which the School operates; and
- Ensures that the School responds effectively to emerging threats and takes advantage of opportunities.

2. Membership

SMC comprises:

- Director
- Pro Director (Research)
- Pro Director (Education)
- Pro Director (Faculty Development)
- Pro Director (Planning and Resources)
- Chief Operating Officer
- Chief Financial Officer
- School Secretary
- For 16/17: Chair of the Equity, Diversity and Inclusivity Taskforce

3. Decision-making

SMC is able to make decisions on management or operational issues and to provide recommendations on School policies. It must refer items with resource implications to relevant Committees for approval.

4. Operation

SMC normally meets on a fortnightly basis for three hours. Additional meetings may be scheduled as necessary.

All meeting papers will be circulated to members at least 5 working days in advance of the meeting. Urgent matters may be considered later if the Secretary to SMC gives consent.

Papers are requested to be submitted to the Secretary to SMC 10 working days in advance of the meeting. Papers should be drafted using the template provided; papers must be concise and clear and indicate what SMC is being asked to do and where they need to progress for
approval, as relevant. Papers will only proceed to SMC if they are of sufficient quality and the Secretary may provide comments and suggested changes to papers to ensure this aim.

Five members of the Committee shall normally be a quorum.*NB in 2016/17, this will be four members due to dual roles.

SMC is supported by the Senior Executive Officer and an Executive Officer from the Directorate.

5. Publication

Agenda and approved minutes of SMC will be shared internally on the School website except where they contain financial, personnel or other information which needs to be kept confidential. In order to respect the role of other committees and Council, publication of details of papers which are going on to School committees or Council for approval may be delayed until the relevant committee or Council has had a chance to consider it.