

Manor Teaching School Hub (MTSH) Committee  
Terms of Reference

Approved by the Manor MAT Trust Board on 12<sup>th</sup> March 2024

AREA	DETAIL
<b>Membership (voting)</b>	<b>3 Directors from the Manor MAT Trust Board</b> (individuals to be confirmed annually by the Directors) <b>Headteacher (Manor Primary)</b>
<b>Advisory only attendees (non-voting)</b>	<b>Manor MAT Chief Executive advisor (CEA)</b> or in the absence of the CEA, the Manor MAT CEO <b>At least one Strategic Partner</b> <b>A representative from each of the Hub's Las (WCC, SS, Walsall)</b> <b>A Maths specialist</b> <b>A representative from a neighbouring MAT as relevant</b> <b>Director of MTSH</b> <b>Any other individual(s)</b> whom the Chair and/or Directors agree would be suitable
<b>Terms of office</b>	Voting members: to be aligned to the TSH contract (Non-voting attendees: not applicable)
<b>Clerk</b>	<b>Manor MAT Governance Professional</b> (in the event the Governance Professional is unavailable, the Committee can either appoint one from amongst their number to take minutes or can approach a suitable individual to fulfil that function)
<b>Quorum and Voting</b>	<b>3 voting members</b> (any Manor MAT Director can attend to make up the quorum/vote)
<b>Agendas</b>	<b>An annual governance planner will document standing items throughout the academic year</b> (additional agenda items will then be agreed by the CEA/CEO, the Director of MTSH and/or the Chair of the MTSH Committee)
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• The MTSH Committee will meet at least three times a year</li> <li>• In the absence of the Chair, the Committee shall choose an acting Chair for that meeting from amongst their number.</li> <li>• The draft minutes of each meeting will be made available to Directors (via GovernorHub) and a brief update of key strategic issues and discussions will be presented at the next meeting of the Directors by the MTSH Chair (or in their absence, another member of the MTSH Committee and/or the CEA/CEO).</li> </ul>

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<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Voting Committee members and non-voting advisory attendees are expected to make every effort to attend all meetings. Meetings for each academic year are planned in advance.</li> <li>• Manor MAT Directors who are not members of the TSH Committee are welcome to attend any meeting of the Committee</li> </ul>
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Ensure clarity of vision, ethos and strategic direction for the Manor Teaching School Hub</li> <li>• Hold the TSH Director to account for the performance of the TSH against the DfE KPIs and Delivery Plan</li> <li>• Oversee the financial performance of the TSH and monitor the expenditure of the TSH Grant to ensure value for money principles are maintained</li> <li>• Ensure that the TSH comply with the terms of the Grant Offer</li> <li>• Act on key strategic recommendations from Manor Strategic Board</li> </ul>
<b>Delegated decisions</b>	Undertake the functions above on behalf of Manor MAT Board of Directors
<b>Misc.</b>	Members will adhere to the Code of Conduct for MTSH
<b>Annual Review</b>	Manor MAT Directors will review these terms of reference annually