

Methodist School Committee: Terms of Reference

Contact name and details	The Revd Dr Roger L Walton Chair of the Methodist Schools Committee roger.l.walton@gmail.com
Resolutions	115/1. The Council adopts the revised terms of reference for the Methodist Schools Committee as set out.

The Methodist Schools Committee was established by the 2017 Conference. Now that it has been operating for three years, it has updated its terms of reference.

The Committee accepted the revised terms of reference at its meeting in May 2020, and now brings them to the Council for adoption.

***RESOLUTION

115/1. The Council adopts the revised terms of reference for the Methodist Schools Committee as set out below.

Terms of Reference

Overriding aim

- To ensure positive and constructive collaboration between MIST, MAST and the Wesley Trust and their schools, cementing the shared ethos and respecting the allied but distinct mission statements of the Trusts.

The Committee

The committee will

- provide annually a coordinated report to Conference on behalf of all Methodist schools;
- enable representatives of MIST, MAST and the Wesley Trust to inform each other of current challenges, developments and concerns within the Trusts;
- listen to and reflect on progress in defined and agreed areas of collaboration, e.g. G2L aims;
- receive regularly updates from the Ethos Development Group (EDG);
- discuss and agree additional areas for potential collaboration;
- make recommendations to MIST, MAST and the Wesley Trust on the priorities to be pursued by the Trusts in accordance with the Church's overall education strategy;
- make reports to Council and Conference to inform educational debates and strategic positions for the Methodist Church in the national schools' debate;
- encourage the building of relationships between the Methodist Church and its schools.

Membership

The committee shall comprise seven members as follows

- An independent Chair
- The Chair (ex-officio) and a trustee of MIST
- The Chair (ex-officio) and a trustee of MAST
- The Chair (ex-officio) and a trustee of the Wesley Trust

In attendance will be

- the General Secretary of MIST
- the Head of Service for MAST

- the CEO of the Wesley Trust
- Relevant Connexional Team staff by agreement between the Chair and the Connexional Secretary

Others may be co-opted as required e.g. financial director, representatives of other bodies with an interest in education.

a) Terms of appointment

Members of the committee, other than ex officio members, shall normally serve for a term of three years and may be reappointed, normally, for only one further term of three years.

b) Chair and Secretaries

The Chair shall be independent of MIST, MAST and the Wesley Trust. The agenda shall be drawn up by the Chair, the General Secretary of MIST and Head of Service in consultation with other members of the committee. The administration and support of the committee will be provided by the Methodist Schools Administrative Executive.

Meetings

a) Notice and frequency of meetings

- The Committee shall meet not less frequently than twice per annum and otherwise as necessary.
- Preliminary notice of each meeting shall normally be given in the annual calendar of meetings to be agreed each year.
- Notice of the meeting, confirming the venue time and date, together with an agenda and relevant supporting papers, shall normally be issued no fewer than five working days prior to the date of the meeting.
- Meetings may be held in person or electronically as appropriate.

b) Quorum

The quorum shall be four members, providing these include at least one representative from each of the three Trusts, in addition to the Independent Chair.

c) Conflicts of interest

At the beginning of each meeting, members must declare if they have either a conflict of interest (i.e. a matter involving direct or indirect financial benefit for themselves or for a friend or relative) or a conflict of loyalty (e.g. arising from another associated trusteeship). If considered necessary, the Chair may request that the member to withdraw from the meeting while the matter is discussed and decided upon. The Chair of the committee's decision on matters of conflicts of interest or conflicts of loyalty shall be final.

d) Voting

The Committee will aim to operate through a process of proposal, comment, debate and agreement. Normally decisions should be arrived at through consensus. Where agreement cannot be reached, a vote may be called by the Chair and the result recorded in the minutes.

e) Minutes

The minutes of the meeting will be submitted to the next meeting of each of the three Trusts and the Chair will highlight to each respective Trust any significant matters arising, including any requiring it is a decision from the Trust. At a subsequent meeting (normally the next meeting), the Chair shall sign a copy of the minutes, confirming that they are a correct record of the proceedings, and the Administration Executive of MIST shall maintain a record of signed minutes. When committee minutes are submitted to the Trusts prior to their being confirmed as an accurate record, they should be referred to as an 'unadopted' or 'draft' set of minutes.