



Administrative Committee

Chairperson:

Registrar

Members:

Principal / Principal Representative
Admission Manager
Administrative Manager
Student Welfare Officer
Librarian
IT Manager
Student Representatives

Frequency of Meeting:

Termly

Responsible to:

Executive Committee



MANCHESTER
Universal Academy

Administrative Committee

Purpose

The administrative committee, in conjunction with the executive committee, is responsible for identifying, designing and implementing policies and strategies in relation to the effective running of the registrar platform and the finance platform. The administrative committee is also responsible for the identification of future strategies and policies in relation to the overall development of MUA.

Terms of Reference:

1. To regularly review the MUA administrative structure, processes and resourcing and identify and make recommendations for improvements.
2. To oversee the development of online processes and central information stores
3. To develop and make recommendations pertaining to Academy communication strategies
4. To oversee Academy infrastructure projects.
5. To develop policies to ensure a best practice, client focused culture in the Academy
6. To consider issues related to human resources.
7. To receive reports from sub committees and groups e.g web steering group and administration review team.
8. To ensure the committee aligns its activities with the Academy business plan.
9. To report regularly to the Executive Committee on progress and advise on related policy and operational issues.