

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE – COMMITTEE TERMS OF REFERENCE
SCHOOL OPERATIONS GROUP

1. **Membership.** Membership is by role or appointment; other individuals may be invited for a single meeting or phase of the School's operation. Core membership is:

- a. Head of School.
- b. Deputy Head(s) of School.
- c. 4 x Heads of Divisions or their deputies.
- d. Director of Research.
- e. Director of Teaching.
- f. Director of Inclusion.
- g. Clinical Lead
- h. Pro Dean for Student Support.
- i. School Manager.

2. **Purpose.** To coordinate the operation of the school:

Governance	Receive reports from School committees, School council and the SSCCs; respond, escalate or adjust if required.
	Channel the University's business to the School ¹ . Implement University policies
Planning	Consider and understand the aspirations of the Principal's Office
	Scan the horizon to understand the context in which this school operates; Political (Scotland and UK), Economic, Societal, Technical, Environmental (NHS) and Legislative (regulators such as GMC, BPS etc)
	Articulate a formal School plan annually
	Suggest, endorse, approve and revise School Policy and strategy
Personnel	Review the manifest of HR actions; planning, recruiting, contract changes and succession planning
	Agree external appointments including external examiners
Resource	Manage in-year resource use and re-allocation including strategic commitment of operational reserves and endowed funds
	Screen and approve applications for staff CPD / Discretionary funds or student funding
	Build external relationships based on trust and mutual respect
Infrastructure	Consider whole-school safety, security, space and service issues

3. **Scheduling.** Scheduled by HoS PA, usually at 2 week intervals. Teams or in person as appropriate.

¹ University business is normally channelled through HoS, DoT, DoR and School Mgr. There is a requirement to share information of this type and coordinate responses.

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4. **Agenda.** Agenda produced by School Ops Manager. Papers circulated to committee members by email.
5. **Reporting and actions.** Actions allocated to the committee members at each meeting. A [summary of key actions taken and decisions reached](#) is circulated to the School.

Author:	School Manager	Approval Committee:	
Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
29/06/2017	Published version	
17 Nov 21	Revision. Reflect School Ops manager job title change and new Covid norms	