

The Strategic/Steering Committee

Membership

Chairperson, Committee Chairs, Headteacher, Vice Chair and other Governors wishing to attend.

Terms of Reference

To:

- 1) Organise Timetable of Meetings for the year ahead.
- 2) Consider the termly draft agenda provided by the Clerk/Clerking Service and amend to meet the needs of the governing body
- 3) Plan business to be conducted by Committees including agreement on standing items
- 4) Support Committee Chairs in organising their Committee and in practical chairing skills
- 5) Identify the need for nominated Governors (e.g. SEN Governor) and support them in their role
- 6) Allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
- 7) Make arrangements for individual Governor involvement in e.g. school events
- 8) Draft a Governors' Development Plan, including:
 - Overview of monitoring/evaluation with reference to Every Child Matters
 - Monitoring & evaluation and review of policies (rolling programme);
 - Oversight of governing body involvement in School Self Evaluation and the School Improvement Planning process.
 - Oversight of the strategic development of Extended School activities
 - Oversight of Risk Management
 - To monitor and contribute to Service District Developments, ensuring appropriate linkages with the School Improvement Plan
- 9) To ensure that the School Profile is updated annually.
- 10) Ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.

Membership and quorum for committees

Membership

- a) Not less than four governors including the Headteacher or Headteacher's representative .
- b) The committee shall co-opt such non-governor members as deemed appropriate and shall determine their voting rights.
- c) The Chair of the committee will be determined by the full governing body / the committee at it's first meeting following the annual review of membership.

Quorum

The quorum should be three, two of whom must be governors and one must be the Headteacher or Headteacher's representative. In the event of a vote the majority of those present must be governors.

Meetings

The committee shall meet at least once per term and otherwise as required.