Steering Group 2017-18
Terms of Reference

This Steering Group plays a key role in managing the business of the Governing Body and ensuring that committee work is co-ordinated.

The Governing Body will review terms of reference annually.

Membership

Chair, Vice Chair, Committee Chairs, Head, Deputy Head, Assistant Head.

The committee may make recommendations to the governing body for co-option of non-governor members

Quorum

3 governors including the Head Teacher / Deputy Head Teacher / Assistant Head Teacher

Meetings

The Steering Group will meet at least once a term and otherwise as required.

The Steering Group will not have the power to make decisions as this power will continue to rest with the Committees and ultimately the Full Governing Body.

Terms of reference

- Organise Timetable of Meetings and programme of work for the year ahead.

- Consider the termly draft agenda provided by the Clerk and amend to meet the needs of the governing body

- Plan business to be conducted by Committees including agreement on standing items

- Support Committee Chairs in organising their respective Committees.

- Identify the need for nominated Governors (e.g. SEN Governor / Pupil Premium / Higher Ability, Training Link) and support them in their role.

- Allocate responsibility for Governors’ action in respect to consultation processes, legislative requirements or issues arising in school as required.

- Make arrangements for individual Governor Involvement in school e.g. governor visits.
• Monitor the Governors’ Development Plan, including:
  – Periodic review of Governing body effectiveness
  – Overview of monitoring/evaluation
  – Review of policies (rolling programme);
  – Oversight of governing body involvement in School Self Evaluation and the School Improvement Planning process.
  – Oversight of Risk Management including Critical Incident policy and procedures
  – Contribute to local area developments through collaborative working with other governing bodies and the Collaborative, ensuring appropriate linkages with the School Improvement Plan

• Ensure that new governing body members receive adequate induction, and appropriate training. Appoint a sponsor to help and support the induction of new governors.

• Consider recommendations made by committees with regard to the working of the Governing Body

• Undertake tasks delegated to them by the Governing Body.

Adopted by governors: 28th September 2017

Due for review: Autumn Term 2018