



Steering Committee Terms of Reference

The Steering Committee is made up of the Head Teacher, the Chair, the Vice-Chair and the chairs of the other committees.

Committee	Chair
Headteacher	Mrs F Parr
Chair of Governors	Mrs J SurrIDGE
Vice Chair of Governors	Mr N Shearer
Steering	Mrs J SurrIDGE
Hearings	Mr E Stanley
Appeals	Mr N Shearer
Pupil Discipline	Mrs S Atwell
Personnel and Communications	Mr C Walker
Finance and Premises	Mrs J SurrIDGE
Learning and Achievement	Mr N Shearer

Terms of reference:

- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To meet soon after the LA's termly briefings for Chairs and Head Teachers to agree the work of the Governing Body and its committees for that term and beyond
- To monitor the progress of work being undertaken by committees and individuals
- To adopt and keep under review the Critical Incident policy and procedures, Performance Management policy for all staff, Home School Agreement, Pecuniary Interests Policy and Policy for Class Visits/Governor Visits to the school (*unless delegated to another committee*)
- To adopt and keep under review the Data Protection Policy (subject to statutory review every 2 years)
- To adopt and keep under review the Publication of Equality Information and objectives (*information to be published on website on annual basis*)

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- To suggest changes to the committee structure and consider recommendations made by committees with regard to the working of the Governing Body and its sub committees
 - To oversee arrangements for Governor involvement in formulating and monitoring the School Development/Improvement Plan
 - To establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
 - To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
 - To act as a forum for discussion of general issues and innovative practices
 - To review and monitor the Summary School Self Evaluation Form annually (*if not delegated at Governing body level*)
 - To review and monitor overall progress with the School Development Plan on a termly basis
 - To allocate targets within the School Development Plan to committees to monitor progress and success criteria on a termly basis
- Additional items which individual Governing Bodies may wish to include*