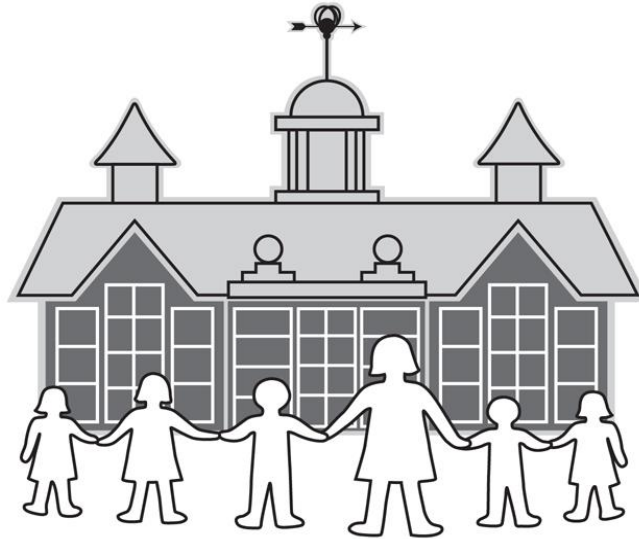


North Ealing Primary School



Terms of Reference – Steering Group

Committee with oversight for this policy – Steering Group	
Policy to be approved by the Full Governing Body	
Policy last reviewed by the Steering Group	15/09/2015
Policy last ratified and adopted by Full Governing Body	02/12/2015
Policy / Document due for review	Autumn 2016

North Ealing Primary School

Terms of Reference – Steering Group

General Considerations

1. The meetings shall not be open to the public
2. The Steering Group is an ad hoc group with membership from across all committees including Chairs and Vice Chairs of all sub committees and the Headteacher.
3. The membership and terms of reference of the Steering Group shall be reviewed annually and confirmed by the governing body.
4. The Steering Group shall participate in the formulation of the School Development Plan.
 - a. The Steering Group will target to deliver the School Development Plan to the Spring FGB.

Membership

The membership of the Steering Group shall comprise a minimum of five Governors, including the Head Teacher and Chair of Governors.

For the Academic Year 2015 - 2016 the membership shall comprise:

- The Chair of Governors
- The Vice Chair of Governors
- The Headteacher, or their designated deputy
- The Chair of the Resources Committee
- The Vice Chair of the Resources Committee
- The Chair of the Curriculum & Standards Committee
- The Vice Chair of the Curriculum & Standards Committee

Quorum

A quorum shall be three Governors, of which the Headteacher or their designated deputy must be one.

Meetings

The Steering Group shall meet in the autumn and spring terms. Additional meetings will be arranged as required.

Minutes will be taken by the elected clerk of the committee and will be submitted to the Steering Group members no later than 2 weeks after the date of the meeting.

Objectives

- Be actively involved in the drafting of the School Development Plan, not just a revision chamber.
- To make recommendations to the Full Governing Body on Financial Expenditure to support achievement of the School Development Plan.
- To provide a sounding board for the Headteacher.
- To take a strategic look at the shape of the Governing Body on an annual basis.
- To ensure that the School and the Governing Body are working in parallel.
- To take a strategic look at the focus of the sub committees and challenge as required.
- To undertake a Full Governing Body self evaluation on an annual basis.
- To monitor the review of all policies.
- To ensure that the sub committees are prioritising and managing the risks in their areas of responsibility.