

## **Terms of Reference**

### **Strategic Leadership Group**

- Membership** : The group will comprise of the Chair of Governors, the Headteacher, the Chair each of the two Committees and the Senior Leadership Team.
- Quorum** : Whilst this is not a committee and does not therefore have formal minutes or quorum requirements it is recommended that a minimum of 3 people are in attendance who are not employed at the school.
- Chair** : The Chair of Governors or Vice-Chair of Governors in their absence will chair all meetings.
- Confidentiality** : Absolute confidentiality must be maintained in respect of any item concerning individuals
- Meetings** : A minimum of one per term, with additional meetings as necessary.
- Remit**

The group will meet at the school with the Headteacher and members of the senior leadership team:

- To agree, by Summer 2, the programme of work and to propose a calendar of meetings for the Governing Body and its committees for the following school academic year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents;
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan;
- To agree the involvement of the Governing Body when considering the policy review schedule;
- To make recommendations to the Governing Body to establish exceptional working arrangements ("Working Parties") where particular circumstances arise e.g. a working party to oversee a building project;
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher;
- To carry out an annual review of the structure of the Governing Body and make recommendations for any changes considering any recommendations made by committees with regard to the working of the Governing Body;
- To monitor the progress of work being undertaken by committees and individuals, undertaking an annual governor capacity and skills audit;
- To identify individual governor and full governing body development needs and promote appropriate training, support and development to maximise governing body effectiveness and succession planning;
- To undertake tasks delegated to them by the Governing Body