



Company Number: 8721728
Terms of Reference for the Directors of
St Catherine's Catholic Primary School
Strategy Committee

At its meeting on 1st October 2018, the governing body delegated powers within the following terms of reference to the above named committee. Members of the committee were asked to maintain minutes of their meetings.

The committee may co-opt persons who have particular expertise in order to assist in the work of the committee; however, these co-opted members may not vote in the taking of any decision.

The committee will:

1. Provide reports of the work of the committee to meetings of the full governing body;
2. Ensure that committee members have available, within the designated budget, any training or expertise which helps them to discharge their duties effectively;
3. Consider and establish policies to meet the needs of the school and ensure that developments in the designated areas are monitored.

Terms of Reference

- To fulfil the role of the Staff Disciplinary Committee;
- To fulfil the role of the Pay Committee;
- To organise the timetable of meetings for the year ahead;
- To consider and agree the draft agenda provided by the Clerk for the Governing Body meeting, to meet the needs of the governing body;
- To plan business to be conducted by committees, including agreement on standing items;
- To support committee Chairs in organising their committee and in practical chairing skills;
- To identify the need for nominated Governors (e.g. SEN Governor) and support them in their role;
- To allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required;
- To make arrangements for individual Governor involvement in e.g. school events;
- To draft a Governors' Development Plan, including:
 - 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 Services.
- To manage the monitoring and contributing to local area developments through collaborative working with other governing bodies and the City Wide Learning Body, ensuring appropriate linkages with the School Improvement Plan.
- To ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a mentor to help and support the induction of new governors;
- To monitor and review School Leadership arrangements including involvement in the recruitment of senior leaders;
- To oversee workforce development and succession planning;
- To ensure that Safeguarding policies and procedures are implemented effectively;
- To oversee ICT developments and the school's communications strategy;
- To review and contribute to the school's Self Evaluation including involvement with External Advisers;
- To consider and review the school's Admissions policy and make recommendations to the governing body;
- To oversee consultation processes with pupils, parents, community and staff.