



**Birchwood High School
Steering Committee Terms of
Reference
Academic Year 2019-20
(Committee review: November
2019)**

Terms of Reference

In accordance with legislation and the relevant education acts the Steering Committee will:

- Act with integrity, objectivity and honesty in the best interests of the school;
- Be open about their decisions and actions.

Remit:

The Steering Committee will act strategically by:

- Being a planning committee for Full Governing Body Meetings / Committee Meetings and Sub-Committee Meetings
- Review key strategies for the school
- Oversee Governor Membership, Skills Audit and Governor Recruitment

In all the above, the Steering Committee will act in accordance with education law and will consider any advice given by the Principal and Senior Leadership Team (SLT).

The Steering Committee will act as eg a "critical friend" to the Principal and Deputy Principals who attend Steering

Membership:

Quorum for the Committee: three members of the Committee (non-staff governors)

Steering membership includes the Chair of Governors, the 2 Vice Chairs of Governors, the Chairs of Committees (Curriculum / Personnel / Finance / Estates), the Principal and the 2 Deputy Principals

Frequency of meetings: twice a term.

Chair's Responsibility:

- To chair meetings
- To set the agenda
- To arrange meetings and notify members
- Note decisions/options
- To arrange for the provision of written reports/minutes

Principal's Responsibility

- To work with the Chair to produce an agreed agenda
- To meet with the Chair on a monthly basis to track outcomes