



**Birchwood High School
Steering Committee Terms of Reference
Academic Year 2021-22
(Review: September 2021)**

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 Board Meetings / Committee Meetings and Sub-Committee Meetings
- Review key strategies for the school
- Oversee trustee / members membership, skills audit and trustee / members 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 non-staff members of the committee

Steering membership includes the Chair of trustees, the 2 Vice Chairs of trustees, 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 of the committee
- 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