

TERMS OF REFERENCE

St Thomas More Catholic Primary, A Voluntary Academy– Governing Body

Terms of reference for: Strategic Committee

Membership

Chairperson, Committee Chairs, Headteacher, Vice Chair and other Governors wishing to attend.

Terms of Reference

- 1) Organise Timetable of Meetings for the year ahead.
- 2) Consider the termly draft agenda provided by the Clerk/Clerking Service and amend to meet the needs of the governing body
- 3) Plan business to be conducted by Committees including agreement on standing items
- 4) Support Committee Chairs in organising their Committee and in practical chairing skills
- 5) Identify the need for nominated Governors (e.g. SEN/Inclusion Governor) and support them in their role
- 6) Allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
- 7) Make arrangements for individual Governor involvement in e.g. school events
- 8) 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
 - Oversight of Risk Management
 - To monitor and contribute to local area developments through collaborative working with other governing bodies and the Community Assembly, ensuring appropriate linkages with the School Improvement Plan
- 9) Ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.

The Strategic Committee will in particular:

- Monitor and review School Leadership arrangements including involvement in the recruitment of senior leadership.
- To oversee workforce development and succession planning.

- To ensure that Safeguarding policies and procedures are implemented effectively.
- Oversee ICT developments and the school's communications strategy.
- Regularly 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.
- Oversee consultation processes with pupils, parents, community and staff.