



Leadership and Governance Committee

Terms of reference 2016/17

1. Membership, attendance and reporting

1. The Committee will include The Headteacher or their representative, the Chairs of the other Committees (Achievement and Curriculum, Behaviour and Safety, Personnel and Finance) and other interested governors.
2. A quorum of the Committee shall be three members of which one is the Headteacher or their representative.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Body meeting. A report shall also be made to the Governing Body by the Chair of the Committee.

2. Frequency of meetings

The Governing Body shall determine how often the Committee shall meet, which shall not be less than three times per year. If at any time the Governing Body requests a meeting with the Committee, the Chair shall ensure that such a meeting is arranged as soon as reasonably practical.

3. Duties and Remit

Duties:

The specific duties of the Committee shall be to work in partnership with the Headteacher and relevant staff to:

1. provide effective leadership and governance of the school;
2. to receive a termly report from the chairs of the other Committees and ensure good progress and high standards across all aspects of the school;
3. review and approve, on behalf of the Governing Body, all relevant policies;
4. participate in the development and monitoring of the School Improvement Plan;
5. ensure that the school meets its statutory duties with regard to appraisal and performance management;
6. keep up to date with local and national educational initiatives including Ofsted inspection frameworks and other relevant documentation;
7. receive and respond to any complaints.

Remit:

The remit of the Committee covers the following key areas:

- The Quality of Teaching and Learning
- Appraisal/Performance Management
- Holding departments to account (presentations etc.)
- Approval and monitoring of the School Improvement Plan

- School self-evaluation
- Parental engagement
- A+ Trust information

4. Reporting arrangements

The following items may be considered at the appropriate time during the school year:

- School self-evaluation calendar
- School SEF
- School Improvement Plan
- Departmental Action Plans
- Performance Management data
- Teaching and Learning data
- Progress data
- RAISEonline
- External reports
- Exclusion data
- Attendance and Punctuality data
- Quality Assurance information

5. Availability of Terms of Reference

These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's website.

6. Annual Review of Effectiveness

The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

7. Annual Review of Terms of Reference

These terms of reference will be reviewed by the Governing Body on at least an annual basis.