

# Leadership and Governance Committee

## Terms of reference 2018/19

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### Membership, attendance and reporting

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1. The Committee will include The Headteacher or their representative, the Chairs of the other Committees (Curriculum & Achievement, Behaviour and Welfare, Finance & Personnel, Research & Development) 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 Board meeting. A report shall also be made to the Governing Board by the Chair of the Committee.

### Frequency of meetings

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

### Duties and Remit

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#### 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. participate in the development and monitoring of the School Improvement Plan;
3. ensure that the school meets its statutory duties with regard to appraisal and performance management;
4. keep up to date with local and national educational initiatives including Ofsted inspection frameworks and other relevant documentation;
5. receive and respond to any complaints.

## Remit:

The remit of the Committee covers the following key areas:

- Leadership & Management
  - Appraisal/Performance Management
  - Holding departments to account (presentations etc.)
  - Approval and monitoring of the School Improvement Plan
  - School self-evaluation
  - Parental engagement
- Governance
  - Approval and monitoring of the Governor Improvement Plan
  - Governor evaluation & effectiveness
- Strategic staffing proposals & decisions
- Health & Safety with regard to grounds & buildings

## Reporting arrangements

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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
- Progress data
- External reports
- Exclusion data
- Attendance and Punctuality data
- Quality Assurance information

## Availability of Terms of Reference

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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.

## Annual Review of Effectiveness

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

## Annual Review of Terms of Reference

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