

# AYLSHAM LEARNING FEDERATION

## STEERING COMMITTEE

### Terms of Reference

The governing board (the GB) has delegated authority to this committee to make firm decisions on matters within its agreed terms of reference and on any other matters the GB may delegate at other times. The GB retains the right to overturn any decision taken by the committee.

#### **Membership**

Membership of the committee will comprise:

- The Chair of Governors
- The Vice Chair(s) of Governors
- Committee Chairs
- Executive Headteacher
- Heads of School

Other governors and the Director of Business and Community Strategy may attend by invitation.

#### **Chairing**

The Chair of Governors (or the Vice Chair in their absence) will chair this committee.

#### **Quorum and voting**

The quorum for the committee's meetings will be 3 members including either the Chair or Vice Chair.

#### **Meetings**

The committee shall meet at least once a term and more frequently if required. Dates for meetings will be agreed at the last meeting of the GB in the academic year.

#### **Clerking**

The GB shall appoint a Clerk to the committee. Committee members but not the Executive Headteacher or the Heads of School may clerk the meeting in the absence of the appointed Clerk.

#### **Reporting**

The Chair of the committee (or the Vice Chair in the absence of the Chair) shall report to the GB at its termly meetings on the business of the committee.

#### **Terms of Reference**

##### **a). Policy**

- To ensure an integrated approach to the GB's strategic management of the federation's statutory duties fulfilled via appropriate sharing of responsibilities.

#### **b). Planning**

- To compile the annual calendar of meeting dates for the GB and committees
- To ensure that committees operate with a focus on school improvement and development issues
- To agree, where possible, future agenda items for discussion at GB meetings and committees
- To be the first point of discussion of any major whole federation issues that are not the remit of any particular committee, or which the GB agrees to delegate to this group.
- To provide a consultative group that can advise and support the Chair (or Vice Chair) in situations where it is not possible to convene a GB meeting, and where not to take such action would be against the interests of the federation, its pupils and staff. This shall not prevent the Chair of Governors, or, in that person's absence, the Vice Chair, from taking action in accordance with Procedural Regulations to take decisions alone where, in exceptional circumstance, wider consultation is impossible or impractical. Any emergency action taken must be reported to the GB as soon as possible.

#### **c). Progress**

- In partnership with the Headteacher to be proactive in considering the long-term future of the federation and to initiate appropriate discussion with the GB, or a committee if more appropriate.
- To monitor generally the progress of the federation in meeting its overarching aims and objectives, the key priorities in the School(s) Improvement and Development Plan, or the key issues following an Ofsted inspection.
- To ensure that all governors have the necessary information about current plans, actions and progress that will enable them to perform their role effectively.

#### **d). Performance**

- To ensure that an honest self-evaluation of the GB's effectiveness is undertaken at intervals, and that action is taken to improve governance where necessary
- To attend relevant governor training, or to commission appropriate in-house training (possibly for the whole Aylsham Cluster of schools).
- To report to the GB, as soon as practicable, the outcome of discussions or any action undertaken.

#### **e). Staffing**

- To oversee the process leading to staff reduction and to agree the terms of such reductions in staffing.
- To consider and agree the leadership team salary structure.

#### **In addition**

To form the basis of panels necessary to hear any formal complaints against the school, or appeals against pupil exclusion, provided members have no prior knowledge of, or have had no involvement in, the focus of the panel hearing.

Where possible to have Steering Committee members take two of the panel positions, including chairing, with the third being drawn from other members of the governing body, to provide training for the less experienced.