

Terms of Reference for the Steering Committee – 2019/20

Title	The Steering Committee
Membership	To consist of the Chairs of each sub-committee or an experienced representative of each sub-committee and the Governing Body Chair and Vice Chair, one of whom will be appointed Chairperson. The Headteacher will be an ex-officio member. The Deputy Headteacher may be invited to attend where appropriate..
Quorum	To consist of three members
Meetings	At least once at the beginning of each term
Minutes	To be circulated to all members of the Committee within 7 days and to all Governors before the next full Governing Body meeting
Review	Membership and terms of reference to be reviewed annually at the first meeting of the Governing Body at the beginning of each academic year

The Steering Committee

Remit

- (i) To meet at the beginning of each term and identify the priorities for the term
- (ii) To prepare Committee agendas for the forthcoming term, identify any deadlines and delegate functions to the appropriate Committee using the LA draft agenda, School Improvement Plan and SEF
- (iii) To identify areas of development for the Governing Body
- (iv) To consider ways of promoting the school in the community, developing positive links and providing extended services for the local community,