



## **Terms of Reference for the Steering Committee – 2021/22**

<b>Title</b>	The Steering Committee
<b>Membership</b>	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.
<b>Quorum</b>	To consist of three members
<b>Meetings</b>	At least once in the first half of each term
<b>Minutes</b>	To be circulated to all members of the Committee within 7 days and to all Governors before the next full Governing Body meeting
<b>Review</b>	Membership and terms of reference to be reviewed annually at the first meeting of the Governing Body

### **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,