



# Steering Committee Remit 2021-2022

## General Terms

- To act on matters delegated by the full governing board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/ Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- The Chair of the Committee will inform members of any relevant training available.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.

## Quorum

- The committee will consist of
  - Chair of Governing Body
  - Headteacher
  - Chairs of Resources, Curriculum and Inclusion Committees
  - RE Governor
- Quorum for the meeting is a minimum of three governors.
- The meeting will be chaired by the Chair of Governors
- In the absence of the Chair, the committee shall choose an acting chair for that meeting from among the committee members present.

## Meetings

- The committee will determine how often it meets depending on the circumstances of the school at any given time.
- Meetings are to be conducted in an open manner, enabling members to participate and contribute to discussions.
- The approved committee meeting minutes shall be made available to the public upon request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection, but may be required to be shared if a Freedom of Information or Subject Access Request is submitted.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among the committee members present and this be noted in the minutes.  
Any significant issues will be raised with the other governor committees and FGB as appropriate. Draft minutes of each committee meeting will be circulated to the next FGB meeting and will be noted there with any key issues highlighted by the Chair.  
Any decisions taken must be determined by a majority of votes of committee members present and voting

## Remit

- To co-ordinate the work of the Curriculum, Resources and Inclusion Committees

- To meet at the beginning of each term and identify the priorities for the term, identifying any deadlines and delegating action for each committee
- To identify areas of development for the governing board and organise relevant training if appropriate.
- To review the progress of the school development plan
- To take responsibility for particular 'whole school' policy reviews as appropriate
- To identify and celebrate pupil achievements
- To Plan the key issues for the Full Governing Board Meetings
- To oversee governors' development and training
- To ensure that governors have the opportunity to visit the school and see the curriculum being taught.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.

**Adopted by the governing board of St. Thomas' CE Primary School (HC)  
September 2021 (to be reviewed annually)**