

Halfway Nursery Infant School Governing Body Steering Group Terms of Reference

As agreed in the full Governing Body meeting on Thursday 13 November 2014, the following structure was adopted for the Steering Group committee:-

Membership

Chair, Committee Chairs, Headteacher, Vice Chair and other Governors wishing to attend.

1. Organise Timetable of Meetings for the year ahead.
2. Consider the termly draft agenda provided by the Clerk/Clerking Service and amend to meet the needs of the governing body
3. Plan business to be conducted by Committees including agreement on standing items
4. Support Committee Chairs in organising their respective Committees and in practical chairing skills.
5. Identify the need for nominated Governors (e.g. SEN/Inclusion Governor) and support them in their role.
6. Allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
7. Make arrangements for individual Governor involvement in e.g. school events
8. Draft a Governors' Development Plan, including:
 - Overview of monitoring/evaluation *including arrangements for the effective monitoring of Safeguarding Policy and procedures*
 - Monitoring & evaluation and review of policies (rolling programme);
 - Oversight of governing body involvement in School Self Evaluation and the School Improvement Planning process *including the governing body's relationship with External Advisers.*
 - Oversight of the strategic development of Extended Services
 - Oversight of Risk Management
 - To monitor and contribute to local area developments through collaborative working with other governing bodies and the Community Assembly, ensuring appropriate linkages with the School Improvement Plan
9. Ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.
10. Ensure that all governing body members undertake all relevant training courses as recommended by the Training Governor or Governor Support Service.

Complaints Committee

Membership: 3 governors agreed by the Steering Group

Meetings: The committees will meet as and when required and within the timescale set down in the governing body's Complaints Policy and Procedures.

Terms of Reference

The Complaints Committee shall act on behalf of the governing body:

- To consider complaints submitted to the Chair of the governing body when other avenues for their resolution have been exhausted
- To investigate complaints in an appropriate manner, taking evidence from all relevant parties and utilising support available from the LA or other sources as deemed appropriate
- To make recommendations arising from complaints
- To communicate the process and outcome of complaints hearings to all concerned.

Notes -

Governing bodies may choose to make up a Complaints Committee as required from any of their number depending on availability. An odd number of governors, at least three, should serve on any governors' hearing. They must have had no previous connection with the case and it must not have been discussed in their presence

It is recommended that Staff Governors are not normally members of the Complaints Committee as they may be perceived to have a conflict of interest.