

George Stephenson High School

Post 16 Committee

Terms of Reference

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

The chair of the governing body and chairs of sub committees and headteacher should attend together with at least three other governors.

Quorum

Three governors and headteacher

Conflict of Interest

An employee should withdraw from discussion when the subject for consideration is the pay or performance of that employee or another member of staff. Withdrawal of headteacher only if the consideration is around his/her pay or performance

Meetings

The Committee shall meet in September and as necessary to review agreed actions.

The Governing body is free to determine how often the committee meets and may delegate this to the committee

The Committee meetings will not be open to the public but minutes shall be made available.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

The committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Terms of Reference

- To keep under review the school's aims and ethos
- To work alongside the Headteacher and agree a strategy for school improvement
- To support the writing of the School Development Plan
- To ensure that the GB holds the skillset necessary to achieve its aims, through effective skills audit.
- To ensure that the GB are effective in its duties.
- To ensure that the Chair of the GB is effective in its duties and that the GB shows strong leadership.
- To ensure the school has a clear vision and that the priorities are strategic in nature.
- To ensure that the GB is fully engaged with the school community, the wider school sector and the outside world.
- To hold the Headteacher and other members of the school leadership team to account.
- To ensure that the GB are having an impact on outcomes for pupils.

- To ensure systems are in place via other sub committees to monitor the implementation of the strategy taking into consideration
 - Proportion of pupils making expected progress,
 - Pupil attainment,
 - Quality of teaching,
 - Staff morale,
 - Pupil wellbeing and resilience,
 - Behaviour of pupils,
 - Use of resources,
 - Effectiveness of communications with parents,
 - Relationship with local community,
 - Future aspirations of pupils,
 - Preparation for next stage of education, life chances,
 - Range of opportunities for pupils to experience and enhance success