

Chairs' Committee

*The suggested membership of this group is the Chairman of Governors, the Vice-Chairman, the Headteacher and the Chairman of each of the Committees. These key governors would have a more strategic and co-ordinating role and can add greatly to the effectiveness of the work of the Governing Body as a whole. The terms of reference give an indication of this broader perspective. **If the Governing Body decides not to have this committee it is suggested that these terms of reference are of such import they should be transferred to the Governing Body.***

Terms of reference:

- To meet soon after the LA's termly briefings for Chairs and Headteachers to agree the work of the Governing Body and its committees for that term and beyond
- To agree, by early in the autumn term, the programme of work and calendar of meetings for the Governing Body and its committees for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents
- To monitor the progress of work being undertaken by committees and individuals
- To establish and keep under review Critical Incident policy and procedures
- To consider recommendations made by committees with regard to the working of the Governing Body
- To establish and keep under review a protocol for the Governing Body
- To establish and keep under review arrangements for Governors' visits to school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an Ofsted inspection
- To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Headteacher
- To undertake tasks delegated to them by the Governing Body
- To ensure the annual performance appraisal is undertaken for the HT each year

Quorum (minimum of 3, committee can determine higher number)	3
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