ST SWITHUN'S CHURCH OF ENGLAND VC PRIMARY SCHOOL

Strategic and Planning Committee

Terms of Reference

Membership

The committee shall consist of three governors, (Chair of Governors, Chair of Finance Committee and a Foundation Governor), plus the head teacher or deputy head teacher. In the latter case, if the deputy head teacher is not a governor, he/she will be an associate member of the committee with full voting rights.

The committee may agree to appoint associate members, and if so will decide whether they have voting rights, subject to ratification by the Full Governing Board. Associate members must not out-number governors.

The chair will be elected annually by the committee and shall not be the head teacher or deputy head teacher.

Clerk

The responsibilities of the clerk are:

- to convene meetings
- to distribute agenda and any papers to be considered at least seven days beforehand (under exceptional circumstances, there may be a shorter notice period)
- to ensure minutes are taken and distributed to the Full Governing Board.

Meetings

The committee shall meet at least once a term. Additional meetings may be held by agreement of the committee or on the instructions of the Full Governing Board.

If the chair is absent, those present with voting rights shall elect a chair for the meeting. The chair must be a governor, excluding the head teacher and deputy head teacher.

Clerk to submit draft minutes to head and chair of meeting.

Head and chair to respond with any amendments, etc. within three working days.

Clerk to issue to all Governors as final draft.

Reviewed September 2021

Minutes to be formally agreed at next relevant meeting - that being the opportunity for those committee members to request any changes, for agreement.

Voting

Decisions are made by majority vote of those present, excluding associate members without voting rights. Where the voting is non-conclusive, the chair has a casting vote.

Functions

1. To annually review the Pay Policy and Appraisal Capability Policy.

2. To monitor Link Governor roles and Governor Areas of Responsibilities.

3. The development of the School's Christian Distinctiveness.

4. To monitor Staff Wellbeing/Staff Issues.

5. Complaints – To follow the Complaints Procedures.

6. Policy Reviews are delegated to the Policy Committee.

7. To contribute towards the regular review and development of the School Development Plan.

8. To review annually the Terms of Reference for ratification by the full Governing Board.