



STRATEGY COMMITTEE

Terms of Reference

Constitution

Committee. The Committee in its workings will be required to adhere to the academy's constitution as set out in the Penair School Memorandum, Articles of Association, and Funding Agreement. As a committee of the Governing Board the Articles of Association shall apply to the conduct of the working of the Strategy Committee.

Purpose

The Committee shall support the Governing Board in setting the vision, purpose and strategic direction for Penair School, ensuring there are appropriate governance arrangements in place to deliver the school's agreed strategy.

Membership and attendance

The Committee will consist of no fewer than four governors and shall comprise of the Headteacher, Chair and Vice Chair of the Governing Board and Chairs of each of its other committees i.e. Business & Enterprise, Raising Achievement, and Community & Ethos.

Members will be expected to attend at least 50% of meetings per annum.

Quorum

A quorum shall be three Governors.

Frequency of meetings

Meetings shall be held not less than once a year which shall be prior to the summer term meeting of the Full Governing Board. From time to time it may be necessary to arrange other meetings at short notice to consider urgent matters requiring prompt attention.

Authority

The Committee is authorised by the Governing Board to conduct any activity within its terms of reference. In exceptional circumstances, and without prejudice to the Chair and Headteacher's authority, the Committee has delegated power to make decisions on behalf of, and without referral to, the Full Governing Board where it is impractical to convene a meeting of the Full Governing Board due to the urgency of the matter, except where the subject matter requires the Full Governing Board's consideration by law. The Full Governing Board must ratify all such decisions at the earliest opportunity.

Duties

- To set out the vision, purpose and strategic direction for Penair School, making recommendations to the Full Governing Board for their consideration and approval.
- To consider strategic risks and other matters of strategic importance to the school and report back to the Full Governing Board and make proposals/recommendations as appropriate.
- To agree, by each summer term Full Governing Board meeting, the calendar of meetings for the Governing Board and it's committees for the following academic year, based on known cycles of school improvement, financial management, staffing arrangements and communication with parents.
- To support the Full Governing Board in its ongoing review of the effectiveness of its overall arrangements for governance.
- To make recommendations to the Full Governing Board to establish exceptional working arrangements where particular circumstances such as limited life task and finish groups to oversee delivery of a particular project relating to the school's strategy.
- To be available and respond to matters of particular difficulty, sensitivity or urgency, and offer support to the Headteacher in his/her management response to the presenting issue.
- To undertake tasks as delegated to them by the Governing Board.

Reporting

Minutes of Strategy Committee meeting will be formally recorded and submitted to the members of the Full Governing Board at its next scheduled meeting. The Chair of the Committee shall draw to the attention of the Governing Board any issues that require disclosure to the Full Governing Board, or require executive action.

Committee administration

The Clerk to the Governors will support the Committee administratively, whose duties in this respect will include:

- Arranging meetings at times that maximise members' attendance;
- Agreement of the agenda with the Chairman and attendees, together with collation and timely distribution of minutes, and other relevant papers prior to each meeting;
- Ensuring appropriate minutes are taken and a record of matters arising and actions to be carried forward is maintained;
- On behalf of the Chairman, following up agreed actions with other Governors/members of school leadership team;
- Advise the Committee, ensuring it operates within the school's constitution.

Review

Terms of reference of the Committee shall be reviewed by the Full Governing Board annually as part of its review of governance and internal controls.

Terms of Reference are reviewed annually at the December Full Governing Board meeting as part of the annual review of governance.

2017