

St Francis Catholic Primary School, Ascot
(Mother Teresa Catholic Academy Trust)
Steering Committee 2022-23

The membership of this group is the Chair of Governors, the Vice-Chair, the Headteacher and the Chairs of all the Committees. These key governors will ensure the strategic and co-ordinating role is carried out to ensure that the Local Governing Body is as effective as possible. The focus of the Committee will be to keep work focused to metrics, impact and strategy.

Terms of reference:

- To meet at the beginning of each term to agree the work of the Local Governing Body, and its committees, for that term and beyond
- To agree the programme of work and calendar of meetings for the Local 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 the school
- To oversee arrangements for Governor involvement in formulating and monitoring the School Improvement Plan
- To make recommendations to the Local 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 Local Governing Body

These terms of reference agreed by the Governing Body

17.11.22

Name of Governor	Date Appointed to the Committee
Jason Elwell (Chair of Governors & Chair of Admissions Committee)	22.09.2022
Rhona Miccoli (Headteacher)	22.09.2022
Clare O'Donnell (Vice Chair and Chair of Standards Committee)	22.09.2022
Paul Griffin (Chair of Resources)	01.09.2023

Chair of the Committee	Jason Elwell
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Clerk to the Committee	Caroline Veasey
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Quorum (minimum of 3)	3
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Date Committee established	22.09.2022
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Date of review:	01.09.2025
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