

## **Wharncliffe Side Primary Governors Strategic Group Terms of Reference**

Draft version, copied from Sheffield City Council recommended version

1. Organise Timetable of Meetings for the year ahead.
2. Consider the termly draft agenda provided by the Clerk/Clerking Service and amend to meet the needs of the governing body
3. Plan business to be conducted by Committees including agreement on standing items
4. Support Committee Chairs in organising their respective Committees and in practical chairing skills.
5. Identify the need for nominated Governors (e.g. SEN/Inclusion Governor) and support them in their role.
6. Allocate responsibility for Governors' action in respect to consultation processes, legislative requirements or issues arising in school as required
7. Make arrangements for individual Governor involvement in e.g. school events
8. Draft a Governors' Development Plan, including:
  - Overview of monitoring/evaluation *including arrangements for the effective monitoring of Safeguarding Policy and procedures*
  - Monitoring & evaluation and review of policies (rolling programme);
  - Oversight of governing body involvement in School Self Evaluation and the School Improvement Planning process *including the governing body's relationship with External Advisers.*
  - Oversight of the strategic development of Extended Services
  - Oversight of Risk Management
  - To monitor and contribute to local area developments through collaborative working with other governing bodies and the Community Assembly, ensuring appropriate linkages with the School Improvement Plan
9. Ensure that new governing body members receive adequate induction, including an induction booklet or pack and appropriate training. Appoint a Mentor/Buddy to help and support the induction of new governors.

*David Willington*

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