

BOSWORTH ACADEMY
Steering Committee Remit



Documentation Information			
Reviewed By	Steering Committee	Responsibility	Steering Committee
Last Reviewed	February 2013; January 2014, 2015, Spring Term 2016	Next Review	Spring Term 2017
Review Cycle	Annual	Ratified by FGB	10/03/16

Membership

Core	Chair of Governors Vice-Chair of Governors Principal Chair of Learning and Teaching committee Vice-Chair Learning and Teaching committee Chair of Infrastructure committee Vice-Chair Infrastructure committee Chair of Stakeholders committee Vice-Chair Stakeholders committee Chair of Finance sub-committee
Chair	Chair of Governors
Co-option	Appropriate members of SLT dependant on the agenda Staff and Governors to be invited to attend in an advisory capacity Other governors and staff members can be invited to attend and contribute to meetings as appropriate
Quorum	Minimum of 3 (at least 2 must be Governors)
Frequency	At least once a term of meetings
Agendas/Minutes	Agendas will be issued at least 7 days in advance of the meetings, which will be calendared in the first half term of each academic year.

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Minutes will be circulated to Governors within 7 days of meetings and once approved will be placed on the Academy Website.

A sub-committee of the Full Governing Body attended by the Chair of all other committees or the Vice-Chair in their absence, which regularly reviews Bosworth Academy's strategic direction and priorities for the short, mid and long-term. Staff pay recommendations and the Governor code of practice are also brought to the Steering committee for consideration before approval.

Delegated Powers

The responsibilities of the Governor's' Steering Committee are:

- To assess the effectiveness of the Governing Body and its committees
- To set the strategic agenda for the Academy and help to determine the direction of the Academy, its vision, values and ethos
- To review and research key issues facing the Academy and to recommend to the Governor's any priorities, actions and resources required to address these issues
- To receive the draft remits from the other committees
- To identify and discuss the issues deemed as priorities by each of the committees in order to ensure that governors can be kept informed of key issues
- To plan the agenda for meetings of the Full Governing Body
- To ratify agreements made in committee and present relevant information to a meeting of the Full Governing Body
- To ensure the Full Governing Body elect a Pay Panel to undertake the performance management of the Principal
- To receive and review the Principal's recommendations for staff pay progression
- To oversee the appropriateness and effectiveness of governor visits
- To oversee the Academy Profile and publicity materials
- Ensure that policies are reviewed in committees and approved as required and to review policies in depth that straddle all committees
- To oversee the Free School Bid

Financial Management

- To form a sub-committee to consult with the Business Manager to oversee the budget
- To review financial controls, approve financial procedures and submit a Statement of Internal Control
- To oversee the 5 year Financial Plan
- To be aware of all committees' budgeting requirements and priorities and authorise spending in accordance with the Financial Plan

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- To approve the annual budget
- To oversee contracts and Service Level Agreements
- To be the Audit Committee for the Academy, responsible for oversight of both External and Internal Audit

Resources for the Committee

The governing body shall appoint a clerk to service the committee.

Policies

The Steering Committee are responsible for updating and maintaining policies – see Policy Log for full details including:

- The Steering Committee take overall responsibility for the Safeguarding Policy with input from all committees (Sept/Oct)

Terms of Reference

The terms of reference of the Steering Committee are determined by;

- All current DFE guidance and documents on governorship
- Guidelines set down by the Governing Body