

LEADERSHIP GROUP TERMS OF REFERENCE

Membership

The Leadership Group which is an approved committee will comprise of the chair of governors/ Co Chairs of Governors, Executive Headteacher, Vice Chair of Governors, Chairs of committees and Vice Chairs of Committee.

Quorum

The quorum for meetings of the Committee is 3 governors including the Executive Headteacher.

Clerking

Will be clerked by the Clerk to the Governing Board.

Meetings

The Leadership Group will meet termly, or more often as required

Remit

To contribute to improving the effectiveness of governance and board meetings by:

- Co-ordinating the work plans of committees and full board meetings to ensure key statutory and local priority issues are appropriately allocated in a timely way;
- Ensuring clear lines of delegation and accountability for staff and governors;
- Keeping under review relevant governance documents and procedures such as Standing Orders, the Constitution, Code of Practice, governor visits and governor training
- Ensuring that governance clerking and administration is effective.
- Ensuring the recruitment of governors and associate members is timely
- The induction of new governors including policy, induction pack and appointment of a mentor
- Succession planning, governor performance and effectiveness.
- Preparing the agenda for FGB meetings including nominations for key governor roles
- Reviewing the effectiveness of the Governing Board and Committees in a timely manner Leadership Group to decide how and when this should be done
- Governor attendance at meetings
- Breaches of the Governor Code of Practice, investigations by an appropriate person, suspension and removal of governors

In addition the Leadership Group is responsible for:

1. All staffing arrangements/matters that are not directly related to finance and the Budget.
2. Staffing policies not directly related to the Budget
3. EHT Recruitment and any interim arrangements led by COG/Co- Chairs of Governors
4. EHT/Headteacher Induction
5. EHT Performance Management by a panel from the Leadership Group including and led by COG/Co-Chair of Governors. All governors on this panel must be trained in Headteacher Performance Management
6. Federation Reviews led by Co-Chairs of Governors
7. Federation Development Plan/School and Service Development Plans/Self Evaluations
8. Federation, School and Service Management
9. Federation development, organisational change and restructuring
10. Developing the provision in terms of additional provision/Satelites
11. Preparation for an Ofsted or any other inspection
12. Annual report to parents
13. Liaison with the LA as necessary and appropriate usually COG/Co Chair or chair of committee when agreed by Leadership Group

Approved by the FGB June 2019

Reviewed and amended FGB November 2020