



# STEERING GROUP COMMITTEE

## Terms of Reference

### Membership

Chair and Vice Chair of Governors plus Headteacher and Chairs of F&P, P&T and CSM Sub Committees. Other Governors and Deputy Headteachers are welcome to attend by prior arrangement (up to two additional members per committee).

### Quorum

The quorum is a minimum of 3 Governors of the agreed membership.

### Clerking

The Governance Professional will provide professional clerking. The Governance Professional will circulate the minutes of all meetings to all members of the Steering Group only.

### Meeting Frequency

The Committee will meet at least once in each school term. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

### Minutes

The minutes and actions will be distributed to all members. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

### Conflict of Interest

This will be a standing item on each agenda, allowing members to declare any interest on items being discussed (this will include items already declared on the annual business interest declaration).

### Responsible Policies

This Committee has no responsibility for review of policies

### Delegated Responsibilities

This Committee has an oversight of compliance issues. These include

- Ensure the Academy compliance which may require a list of action points for the forthcoming year around legal, financial and H&S requirements, risk and duty of care items.
- Agree the Governors' Guidance Plan for the relevant Term (3 times a year)
- Agree monitoring actions for the forthcoming term to ensure actions in line with the SDP

The Steering Group will monitor Academy compliance requirements and make recommendations to the Governance Board. They will review the Governance Handbook and make any necessary recommendations to the Governance Board to ensure that the school remains compliant with all Academy requirements, including those listed below.

- Charity Trustees
  - Act in accordance with charitable aims
  - Avoid conflicts of interest
  - Not benefit from role as governor
  - Notice and quorum requirements adhered to
  - Agenda, minutes and signed minutes available



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- Prepare and file Annual Accounts for DfE by 31 December annually
- Prepare Annual Return for Companies House
- Call meetings on behalf of members including AGM
- Undivided loyalty
- Confidentiality
  
- Charity Law Duties
  - Not breach rules or requirements of Articles of Association
  - Comply with legislation and other regulators (Companies House and DfE)
  - Act with integrity – avoid misuse of Academy funds or assets
  - Duty of prudence: ensure Academy is and will remain solvent; use funds and assets reasonably; avoid activities that will place funds, assets or reputation at risk; take special care when investing funds
  
- Company Director Duties (Companies Act 2006)
  - Act in accordance with Articles of Association
  - Exercise powers for purpose for which conferred
  - Exercise independent judgement
  - Exercise reasonable care, skills and diligence
  - Avoid conflicts of interest
  - Not accept benefits from third party conferred by reason of being a governor
  
- Funding Agreement
  - Conduct enhanced criminal record checks on staff, supply staff and governors
  - Act in accordance with statutory and regulatory provision
  - Ensure all teachers are qualified
  - Provide staff with access to a pension scheme
  - Fulfil requirements with regard curriculum and assessment
  
- Comply with budgeting requirements

The Committee will be assisted and advised by relevant members of staff and, when appropriate, other bodies e.g. BCP and DfE