

MAGDALEN COLLEGE SCHOOL

GOVERNORS' CHAIRS' COMMITTEE Terms of Reference

Membership

Membership of the committee shall be the Chairs and Vice Chairs of the committees elected by the governing body, the Headteacher, the Chair of Governors and the Vice Chair of Governors.

Quorum

The quorum shall be three non-staff governors. Any meeting which is not quorate must be abandoned and must be reconvened to address the outstanding agenda.

Meetings

The committee shall meet at least once a term and otherwise as required.

The Key Areas of Responsibility are to:

- a. Provide strategic leadership to the Full Governing Body (FGB).
- b. Ensure FGB meets statutory requirements as Trustees and as the Governing Body.
- c. Annually carry out a FGB skills audit to ensuring that the skills meet the needs of the school; identify gaps and plan relevant recruitment.
- d. Annually review the construction of the School Improvement Plan (SIP) and recommend to the FGB and/or committees key areas of focus, expected outputs from the plan and Key Priority Indicators (KPIs).
- e. Annually provide guidance on the type and number of governor monitoring visits to be achieved in year. Plan how the key areas of the SIP and policies are effectively monitored by the relevant committee.
- f. Monitor the SIP and the assurance role of the FGB. Where appropriate, following feedback, agree changes to the SIP.

Reviewed by committee: 6 September 2022
Adopted by FGB: 13 September 2022

Terms of Reference to be reviewed annually