



**WOODFORD COUNTY HIGH SCHOOL  
GOVERNORS' STRATEGIC PLANNING COMMITTEE  
TERMS OF REFERENCE**

**Committee:** Chair of Governors, Vice-Chair of Governors, Chairs of Finance & Premises Committee, Chair of Curriculum & Pupil Welfare Committee, Chair of Personnel Committees + Headteacher

**Meetings:** 3 meetings per year and such other meetings as the Chair may call

1. To plan the work of the Governing Body and its committees
2. To draft an annual programme of meetings for the full Governing Body and its committees
3. To oversee the annual cycle for the production of the action plan and the school's ongoing self-evaluation
4. To identify the governors' strategic priorities for inclusion in the School Development Plan
5. To identify the key priorities from the School Action Plan for consideration at full Governing Body meetings
6. To ensure governor consideration of key priorities dovetails with the relevant timescales in the school improvement plan
7. To ensure an effective distribution of the governance workload
8. To evaluate the effectiveness and constitution of Governing Body processes
9. To monitor compliance with the statutory duties of a Governing Body
10. To meet with OFSTED inspectors as required
11. To consider any other matter that the Committee deems relevant

**Regular Tasks**

**EVERY TERM:** Planning agenda items for Governing Body meetings

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> <li>• To establish monitoring and evaluation activities for the year</li> </ul>	<ul style="list-style-type: none"> <li>• Review Progress on Governing Body Action Plan for the previous year</li> <li>• Prepare Governors strategic plan for inclusion in the School's action plan</li> </ul>	<ul style="list-style-type: none"> <li>• To propose the calendar of meeting dates for the next academic year</li> </ul>

**Policies: to approve/recommend for approval**

Autumn Term	Spring Term
<p><b>SP 01.02:</b> Code of Conduct for Governing Bodies (review autumn 2019)</p> <p><b>SP.01.04:</b> Governors Allowances (review autumn 2019)</p> <p><b>SP 05.11:</b> School Self-evaluation (review autumn 2019)</p>	<p><b>SP 04.03:</b> Whistleblowing (review spring 2020)</p> <p><b>SP 04.04:</b> Freedom of Information (review spring 2020)</p> <p><b>SP 03.04:</b> Acceptable use policy: Parent Review summer 2018</p> <p><b>SP 03.05:</b> Acceptable use policy: Staff Review summer 2018</p> <p><b>SP 03.06:</b> Acceptable use policy: Student Review summer 2017</p>
Summer term	Procedural notes for consideration
<p><b>SP 03.08:</b> Data Protection Review summer 2020</p> <p><b>SP 05.07:</b> Complaints procedure (parental complaints) review summer 2020</p>	<p><b>PN:</b> Aims &amp; Vision Statement (review summer 2019)</p> <p><b>PN:</b> Lock Down Procedure (review summer 2018)</p>

**Agreed by Strategic Planning Committee:** 16<sup>th</sup> September 2019

**Approved at Governing Board Meeting:** 8<sup>th</sup> October 2019

**Review:** Autumn Term 2020