



The Saints Primary School Federation
Governance Subcommittee Terms of Reference



Continual Improvement Subcommittee

Introduction

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

Statement of Remit

Continual Improvement is the committee that considers current performance and conformance against various criteria, checklists and guidelines, seeking to drive incremental and step changes that are measurable improvements in performance of the Schools in line with the strategic direction. This group also maintains a broader view of factors that influence the educational landscape.

Membership	The Committee will comprise of between 4 and 6 members of the Governing Body with voting rights. This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.
Quorum	Not less than three of the members with voting rights will be required to attend for a meeting to form a quorum.
Convening Meetings	Continual Improvement Committee will meet once per term. In addition the Chair, the Executive Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days notice of a Committee meeting.
Appointment of the Chair and Clerk	The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.
Role of Committee Chair	<ul style="list-style-type: none">• Ensure meetings are conducted in accordance with Norfolk Governor Toolkit guidelines and good meetings management• Draw up the agenda (in liaison with Executive Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.• Ensure flexibility of meeting dates and times such that Governors have the opportunity to manage personal and Governance commitments.• Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.
Role of Committee Clerk	<ul style="list-style-type: none">• Provide draft minutes to committee members within 7 calendar days of a meeting being held.• Minutes must record those present and consent to any apologies. Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business.

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Functions Delegated to Continual Improvement Committee

1. Evaluate the effectiveness of the Full Governing Body and Federation of Schools. and together with the Executive Headteacher, draw up action plans and evaluate outcomes in order to ensure ongoing improvements.
2. Advise the Full Governing Body on improvements they can make in their leadership and management of the Federation of Schools.
3. Undertake tasks from time to time as directed by the Full Governing Body.

Functions delegated to the Executive Headteacher

1. Responsible for providing the Full Governing Body with information requested by the Continual Improvement Committee.
2. Take other action as proposed by the Continual Improvement Committee.

Functions retained by the Governing Body

1. Evaluate the effectiveness of the Full Governing Body in relation to the Governor Self Evaluation and SIAMS Frameworks.
2. Ratify policy documents