

Name of group & FUNCTION	MEMBERS & RESPONSIBILITIES	PURPOSE - REMIT	MEETINGS
Trustees GOVERNANCE	John Hales - Chair, H&S, premises, personnel Lucy Parker - finance Ann Swain -Safeguarding & minutes Roy Allen - quality of education	To ensure effective governance through: <ul style="list-style-type: none"> • Holding management team to account • Overview ‘health’ of school functions • Long term planning • Reviewing policies • Overview of support group functions 	Approximately once per half term Minutes to MT and available for display
Management team MANAGEMENT	<ul style="list-style-type: none"> • Jacqui Armour (DSL & trustee/management link) • Sarah Higgins (Teaching quality, lower school) • Jeff van Zyl (teaching quality, upper school) • Debora Walker (Kindergarten) • Rachel Hales (Coordinator, minutes) • Sandie Tolhurst – chair (Premises, Finance, Personnel, H&S) 	To ensure effective management through: <ul style="list-style-type: none"> • Effective reporting to the trustees • Holding members of the group responsible and accountable for all functions for which they are mandated • Holding teaching and non teaching staff to account • Ensuring staff are aware of policies and are guided in their consistent use and implementation of such • Ensuring that where problems are identified, a process is set in place to rectify them, regardless of whether they relate to personnel issues including teaching quality, parent concerns, health & safety or child protection. • Make decisions on the viability or not, of proposals made by staff or parents. • Consider & make decisions on any recommendations from the Evening group or any of the support groups. • Responsibility for ensuring development and improvement plan is being reviewed and implemented 	Once a month Minutes sent to trustees only
Faculty group PEDAGOGICAL EXCELLENCE	All staff Teaching, administrative, ancillary and support staff	To work towards pedagogical excellence through: <ul style="list-style-type: none"> • Participating in Child and Class studies • Engaging in other studies relevant to Steiner-Waldorf pedagogy 	Weekly during term time Thursdays from 4-

		<ul style="list-style-type: none"> Engaging in teaching discussions Discussing and working to resolve general matters arising that relate to the day-to-day management and support of the children, including behaviour, use of the premises, individual children or logistical and practical issues. Sharing in the planning of school festivals and events Receiving and engaging with any safeguarding, health & safety and SEND training or updates 	<p>6pm</p> <p>Minutes handwritten in faculty note pad and available in staff room</p>
<p>Evening group</p> <p>SCHOOL ETHOS</p>	<p>Michael Higgins Sarah Higgins Jeff van Zyl Sandie Tolhurst</p> <p>New members can be invited or may apply to join. ToR available</p>	<p>To uphold the Ethos of the School through:</p> <ul style="list-style-type: none"> Providing a regular, sensitive and confidential space where complex issues that group members may be mandated with responsibility for, may be brought, shared and considered. Noticing, considering and discussing issues that may affect the Steiner-Waldorf ethos of the school and, as appropriate, make decisions to pass issues to the appropriate place in the organisation. Observing and monitoring the quality of education being offered & its delivery, and to discuss ways of supporting teachers to ensure excellence in quality Considering the schools development and appropriate use of resources such as available personnel and space 	<p>Weekly during term time on Thursdays 6.30-8.30pm</p> <p>At least once per school holiday for half a day, more frequently if necessary</p> <p>No formal minutes</p>
<p>Upper school team</p> <p>TEACHING PRACTICE</p>	<p>All staff who work with upper school teaching, support or administration</p>	<p>To work towards teaching excellence through:</p> <ul style="list-style-type: none"> Sharing & discussing pupils' work from upper school classes, in order to track and evaluate progress Discussing individual pupils and developing Individual development plans and ideas for differentiating work where needed Planning trips of pedagogical importance Discussing general issues relating to assessments, timetabling, facilities 	<p>Tuesdays 4-6pm</p> <p>Upper school minutes taken and kept in notepad available in staffroom</p>
<p>Lower school team</p>	<p>All staff who work with lower school teaching, support or</p>	<p>To work towards teaching excellence through:</p> <ul style="list-style-type: none"> Sharing & discussing pupils' work from lower school classes, in 	<p>Wednesdays 4-6pm</p>

TEACHING PRACTICE	administration	<p>order to track and evaluate progress</p> <ul style="list-style-type: none"> • Planning support for main lessons & peer working • Discussing individual pupils and developing Individual development plans and ideas for differentiating work where needed • Planning trips of pedagogical importance • Discussing general issues relating to assessments, timetabling, facilities 	Lower school minutes taken and kept in notepad available in staffroom
Kindergarten team TEACHING PRACTICE	Debora Walker Madeleine Heley (Janice Mason, Class 1 teacher)	<p>To work towards teaching excellence through:</p> <ul style="list-style-type: none"> • Discussing the needs of groups and individual pupils, planning differentiation and developing IDPs where needed • Discussing and planning for joint teaching, sharing good practice • Cross pollination of ideas • Maintaining a Year Plan overview 	After session briefing daily. Weekly review meeting on Fridays. Twice termly supervision meeting
Safeguarding team SAFEGUARDING	Jacqui Armour (DSL) Michael Higgins (Alternate DSL)	<p>To ensure effective safeguarding through:</p> <ul style="list-style-type: none"> • Discussing any current safeguarding issues, monitoring progress and planning actions • Discussing any new information (e.g. from the NSCB or the NSPCC) or changes to legislation and planning any actions arising • Reviewing and discussing staff training needs • Discussing and planning support for parents (e.g. online safety presentations, email briefings on topical issues) 	Weekly on Wednesday afternoons and extra according to need Minutes confidential
Services team FINANCE PREMISES H & SAFETY ADMIN PERSONNEL	<p>According to the particular service, different combinations of:</p> <p>Sandie Tolhurst Liz Cooker Carol Ainsworth Trevor Thorley Jacqui Armour Susen Schaefer</p>	<p>To ensure excellence in non-teaching services in support of the school through:</p> <ul style="list-style-type: none"> • Ensuring finances are well managed; • Ensuring the building is kept clean, safe and well-presented • Ensuring good communication lines with parents, staff and pupils • Preparing well all the aspects of school administration that ensure the school runs well: e.g. timetabling • Appropriate process development and implementation for human resources matters (e.g. contracts, appraisals) • Ensuring health & safety issues are regularly reviewed 	Regular, as needed Minutes only taken if needed Actions emailed as appropriate

