

Name of group & FUNCTION	MEMBERS & RESPONSIBILITIES	PURPOSE - REMIT	MEETINGS
<p>Trustees</p> <p>GOVERNANCE</p>	<p>Ann Swain – Chair, Concerns, Safeguarding, Health & Safety; Rachel Hales – Quality of Education in Kindergarten Lucy Parker – Minutes Jessamine Glister – Finance & Publicity</p>	<p>To ensure effective governance through:</p> <ul style="list-style-type: none"> • Holding management team to account • Overview ‘health’ of school functions • Long term planning • Reviewing policies • Overview of support team functions (ie teaching and service groups) 	<p>Approximately once per half term</p> <p>Minutes to MT and available for display</p>
<p>Management team</p> <p>MANAGEMENT</p>	<ul style="list-style-type: none"> • Sandie Tolhurst – Chair (Concerns, Premises, Finance, Personnel, H&S) • Jacqui Armour (Lead DSL) • Sarah Brocklehurst (teaching quality, upper school) • Debora Walker (Kindergarten) • Janice Mason (Lower school quality of education) 	<p>To ensure effective management through:</p> <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. • Responsibility for ensuring development and improvement plan is being reviewed and implemented 	<p>Once a week</p> <p>Minutes sent to trustees only</p>

<p>Faculty group</p> <p>PEDAGOGICAL EXCELLENCE</p>	<p>All staff</p> <p>Teaching, administrative, ancillary and support staff</p>	<p>To work towards pedagogical excellence through:</p> <ul style="list-style-type: none"> • Participating in Child and Class studies • Engaging in other studies relevant to Steiner-Waldorf pedagogy • 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>Weekly during term time</p> <p>Thursdays from 4-6pm</p> <p>Minutes handwritten in faculty note pad and available in staff room</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 & qualification 	<p>Mondays 3.45-5.15pm</p> <p>Upper school minutes taken and kept in notepad available in staffroom</p>
<p>Lower school team</p> <p>TEACHING PRACTICE</p>	<p>All staff who work with lower 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 lower school classes, in order to track and evaluate progress • 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 	<p>Mondays 3.45-5.15pm</p> <p>Lower school minutes taken and kept in notepad available in staffroom</p>

Kindergarten team TEACHING PRACTICE	Debora Walker Andrew Hayward-Rutter Susan McGurk Jacqui Armour Claire Duncan	To work towards teaching excellence through: <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) Sarah Brocklehurst (Alternate DSL) Naomi Pratt (Alternate DSL) (Ann Swain, Trustee for Safeguarding)	To ensure effective safeguarding through: <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) 	DSPs meet weekly on Friday afternoons and extra according to need Lead DSP meets Safeguarding Trustee regularly Minutes confidential
Services team FINANCE PREMISES HEALTH & SAFETY ADMIN PERSONNEL	According to the particular service, different combinations of: Sandie Tolhurst Liz Cooker Carol Ainsworth Trevor Thorley Jacqui Armour Suzy Raw	To ensure excellence in non-teaching services in support of the school through: <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