

Name of group & FUNCTION	MEMBERS & RESPONSIBILITIES	PURPOSE - REMIT	MEETINGS
<p><b>Trustees</b></p> <p><b>GOVERNANCE</b></p>	<p>Tracy Moulton – Chair, Concerns, HR</p> <p>Lucy Parker – Finance, SEND</p> <p>Kathryn Smith – Early Years</p> <p>David van Marle – Safeguarding</p> <p>Sue House - Health &amp; Safety</p>	<p><b>To ensure effective governance through:</b></p> <ul style="list-style-type: none"> <li>• Holding management team to account</li> <li>• Overview ‘health’ of school functions</li> <li>• Long term planning</li> <li>• Reviewing policies</li> <li>• Overview of support team functions (ie teaching and service groups)</li> </ul>	<p>Approximately once per half term</p> <p>Minutes to MT and available for display</p>
<p><b>Management team</b></p> <p><b>MANAGEMENT</b></p>	<p>Andy Hayward-Rutter – Kindergarten</p> <p>Mandie Tessier – Lead DSL</p> <p>Sarah Brocklehurst – Quality of Education</p> <p>Sarah Higgins – Quality of Education</p> <p>Sandie Tolhurst – Chair, Concerns, Finance, Personnel, Premises, Health &amp; Safety</p>	<p><b>To ensure effective management through:</b></p> <ul style="list-style-type: none"> <li>• Effective reporting to the trustees</li> <li>• Holding members of the group responsible and accountable for all functions for which they are mandated</li> <li>• Holding teaching and non-teaching staff to account</li> <li>• Ensuring staff are aware of policies and are guided in their consistent use and implementation of such</li> <li>• 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 &amp; safety or child protection.</li> <li>• Make decisions on the viability or not, of proposals made by staff or parents.</li> <li>• Responsibility for ensuring development and improvement plan is reviewed and implemented</li> <li>• SEND – regular screening of literacy/numeracy progress, supporting teachers to differentiate appropriately; individual assessments; IDP administration, drawing up, reviewing &amp; communicating (responsibility delegated to Ann Swain, SENDCo)</li> </ul>	<p>Weekly or fortnightly as appropriate, usually Mondays</p> <p>Minutes sent to trustees only</p> <p>Relevant actions shared appropriately</p> <p>Staff from kindergarten, lower school, upper school, premises, and SEND to be invited as appropriate.</p>

<p><b>Faculty group</b></p> <p><b>PEDAGOGICAL EXCELLENCE</b></p>	<p>All staff</p> <p>Teaching, administrative, ancillary and support staff</p>	<p><b>To work towards pedagogical excellence through:</b></p> <ul style="list-style-type: none"> <li>• Participating in Child and Class studies</li> <li>• Engaging in other studies relevant to Steiner-Waldorf pedagogy</li> <li>• Engaging in teaching discussions</li> <li>• 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.</li> <li>• Sharing in the planning of school festivals and events</li> <li>• Receiving and engaging with any safeguarding, health &amp; safety and SEND training or updates</li> <li>• Decision regarding acceptance of trialling children</li> </ul>	<p>Weekly during term time</p> <p>Thursdays from 4-6pm</p> <p>Minutes handwritten in faculty note pad and available in staff room, and generally scanned and emailed to all staff.</p>
<p><b>Upper school team</b></p> <p><b>TEACHING PRACTICE</b></p>	<p>Any staff who work with upper school teaching, support or administration</p>	<p><b>To work towards teaching excellence through:</b></p> <ul style="list-style-type: none"> <li>• Sharing &amp; discussing pupils' work from upper school classes, in order to track and evaluate progress</li> <li>• Discussing individual pupils and developing Individual development plans and ideas for differentiating work where needed</li> <li>• Planning trips of pedagogical importance</li> <li>• Discussing general issues relating to assessments, timetabling, facilities &amp; qualification</li> </ul>	<p>Wednesdays 3.45-5.15pm</p> <p>Upper school minutes taken and kept in notepad available in staffroom</p>
<p><b>Lower school team</b></p> <p><b>TEACHING PRACTICE</b></p>	<p>Any staff who work with lower school teaching, support or administration</p>	<p><b>To work towards teaching excellence through:</b></p> <ul style="list-style-type: none"> <li>• Sharing &amp; discussing pupils' work from lower school classes, in order to track and evaluate progress</li> <li>• Planning support for main lessons &amp; peer working</li> <li>• Discussing individual pupils and developing Individual development plans and ideas for differentiating work where needed</li> <li>• Planning trips of pedagogical importance</li> <li>• Discussing general issues relating to assessments, timetabling, facilities</li> </ul>	<p>Wednesdays 3.45-5.15pm</p> <p>Lower school minutes taken and kept in notepad available in staffroom</p>

<b>Kindergarten team</b>  <b>TEACHING PRACTICE</b>	Andy Hayward-Rutter (Manager) Susan McGurk (Deputy Manager) Claire Duncan – (Assistant) Jess Carey (Afternoon kindergarten supervisor)  Supply and support: Andy Duncan	<b>To work towards teaching excellence through:</b> <ul style="list-style-type: none"> <li>• Discussing the needs of groups and individual pupils, planning differentiation and developing IDPs where needed</li> <li>• Discussing and planning for joint teaching, sharing good practice</li> <li>• Cross pollination of ideas</li> <li>• Maintaining a Year Plan overview</li> </ul>	After session briefing daily. Weekly review meeting on Fridays. Twice termly supervision meeting
<b>Safeguarding team</b>  <b>SAFEGUARDING</b>	Mandie Tessier (Lead DSL) Jacqui Armour (DSL) Andy Hayward-Rutter (alternate DSL)  (David van Marle, Trustee for Safeguarding)	<b>To ensure effective safeguarding through:</b> <ul style="list-style-type: none"> <li>• Discussing any current safeguarding issues, monitoring progress and planning actions</li> <li>• Discussing any new information (e.g. from the NSCB or the NSPCC) or changes to legislation and planning any actions arising</li> <li>• Reviewing and discussing staff training needs</li> <li>• Discussing and planning support for parents (e.g. online safety presentations, email briefings on topical issues)</li> </ul>	DSPs aim to meet weekly or as needed  Lead DSP meets Safeguarding Trustee regularly  Minutes confidential
<b>Services team</b>  <b>FINANCE</b> <b>PREMISES</b> <b>HEALTH &amp; SAFETY</b> <b>ADMIN</b> <b>PERSONNEL</b>	According to the particular service, different combinations of:  Sandie Tolhurst & Emma Newton (Finance, Personnel, Administration) Tony Goodswen (Maintenance) Carol Ainsworth (Admin) Jacqui Armour (HR Admin) Suzy Raw (Cleaning) Susan McGurk (Concessions) Carlotta Lizier (Payroll, overseas)	<b>To ensure excellence in non-teaching services in support of the school through:</b> <ul style="list-style-type: none"> <li>• Ensuring finances are well managed;</li> <li>• Ensuring the building is kept clean, safe and well-presented</li> <li>• Ensuring good communication lines with parents, staff and pupils</li> <li>• Preparing well all the aspects of school administration that ensure the school runs well: e.g. timetabling</li> <li>• Appropriate process development and implementation for human resources matters (e.g. contracts, appraisals)</li> <li>• Ensuring health &amp; safety issues are regularly reviewed</li> </ul>	Regular, as needed  Minutes only taken if needed  Actions emailed as appropriate
<b>NZCSE team</b>	Jacqui Armour Carlotta Lizier	<b>To co-ordinate with SEDT (qualification provider) and staff:</b> <ul style="list-style-type: none"> <li>• To ensure standards through appropriate pre and post moderation of assessments and student guidance.</li> <li>• To provide support for staff</li> <li>• To alert management team regarding any issues.</li> </ul>	As needed.