

| Name of Group & FUNCTION | MEMBERS & RESPONSIBILITIES | PURPOSE - REMIT | MEETINGS |
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| <p>Trustees</p> <p>GOVERNANCE</p> | <p>Tracy Moulton – Chair, Concerns, HR Lucy Parker – Finance, SEND, Safeguarding Kathryn Smith – Early Years Sue House - Health & Safety</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> | <p>Andy Hayward-Rutter – Kindergarten Gabrielle Shinton – Lead DSL Sarah Brocklehurst – Quality of Education Sarah Higgins – Quality of Education Michael Higgins – Quality of Education Rob Brown – Quality of Education Sandie Tolhurst – Chair, Concerns, Finance, Personnel, Premises, Health & Safety Wendy Madelin - Concerns, Personnel</p> | <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 reviewed and implemented • SEND – regular screening of literacy/numeracy progress, supporting teachers to differentiate appropriately; individual assessments; IDP administration, drawing up, reviewing & communicating (responsibility delegated to Ann Swain, SENDCo) | <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> |

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| 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 • 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 • Decision regarding acceptance of trialling children | Weekly during term time Thursdays from 4-6pm Minutes handwritten in faculty note pad and available in staff room, and generally scanned and emailed to all staff. |
| Upper school team TEACHING PRACTICE | Any staff who work with upper school teaching, support or administration | To work towards teaching excellence through: <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 | Wednesdays 3.45-5.15pm Upper school minutes taken and kept in notepad available in staffroom |
| Lower school team TEACHING PRACTICE | Any staff who work with lower school teaching, support or administration | To work towards teaching excellence through: <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 | Wednesdays 3.45-5.15pm Lower school minutes taken and kept in notepad available in staffroom |

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| Kindergarten team TEACHING PRACTICE | Andy Hayward-Rutter (Manager) Patsy Steele (Assistant, supply) Supply and support: Andy Duncan, Susan McGurk, Claire Duncan, Simon Dadd | 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 | Gabrielle Shinton (Lead DSL) Sarah Brocklehurst (Alternate DSL) Andy Hayward-Rutter (Alternate DSL) (Lucy Parker, 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) | DSLs aim to meet weekly or as needed Lead DSL meets Safeguarding Trustee regularly Minutes confidential |
| Services team FINANCE PREMISES HEALTH & SAFETY ADMIN PERSONNEL | According to the particular service, different combinations of: Sandie Tolhurst & Wendy Madelin (Finance, Personnel, Administration, H&S) Tony Goodswen (Maintenance) Carol Ainsworth (Admin) Suzy Raw (Cleaning) Susan McGurk (Concessions) Carlotta Lizier (Payroll, overseas) | 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 |
| NZCSE Coordinator | Carlotta Lizier With other staff as appropriate | To co-ordinate with SEDT (qualification provider) and staff: <ul style="list-style-type: none"> • To ensure standards through appropriate pre and post moderation of assessments and student guidance. • To provide support for staff • To alert management team regarding any issues. | As needed. |