

**Lincewood Primary School**  
**Terms of reference – Strategy Committee**

**STRUCTURE**

- Membership of the Committee will be a minimum of 4 persons including the Headteacher or Deputy Headteacher with representation from both the Finance Premises and Personnel Committee and the Curriculum and Pupil Related Committees.
- The Committee will meet annually prior to budget setting in March. Additional meetings will be held as required.
- The quorum will be 3 members, one of whom must be the Headteacher or the Deputy Headteacher and a minimum of 2 non staff members.
- Minutes will be taken at all meetings and will be circulated to all members of the Governing Body.
- A Chairperson will be appointed by and from the members of the Committee. In the absence of the Chairperson at any meeting the Committee will appoint one of its members present to act as Chairperson for that meeting.

**STRATEGY**

- Set the strategic aims for the school for approval by the Full Governing Body
- Agree a criteria as to what constitutes a strategy project
- Highlight strategic projects on a look forward basis to the Finance, Premises and Personnel Committee or, if appropriate, the Full Governing Body.
- Advise the Full Governing Body for consideration where financial projections indicate that revenue expenditure on staffing might exceed 85% of total revenue income in a year
- Hold an annual review meeting.