Leadership Group Meetings– Terms of Reference

Senior Leadership Team (SLT)
Frequency: Once per week during the day / every Wednesday (3.30pm-5.00pm). SLT briefings – Monday, Wednesday and Thursday (8.20am-8.30am).
Chaired by: Headteacher (s)
Convened by: Headteacher (s)
Agenda and Minutes: PA to the Headteacher / SLT
Terms of reference:
- To discuss and agree strategic direction for the college
- Develop and review leadership structures
- Monitor and review planning and review of the college
- Scrutinise and challenge matters of everyday management of the college
- Ensure smooth communication of the college’s development though the line management structure

Extended Leadership Team (ELT)
Frequency: According to the meeting schedule – at least twice per half term (8.20am – 8.40am) plus extended session per half term.
Chaired by: Deputy Headteacher - Curriculum
Convened by: Deputy Headteachers for Curriculum and Quality of Teaching
Agenda: PA to the SLT
Minutes: PA to the SLT
Terms of reference:
- To discuss and develop the strategic matters agreed by the SLT and Governors
- To decide on the implementation strategy for matters agreed by the ELT and SLT groups
- To scrutinise the progress of the college in terms of standards and achievement
- To facilitate communication with all staff through the Curriculum Area structure
- To discuss development ideas proposed by groups across the college

In 2016-17 this group will include all Curriculum Leaders plus the Subject Leaders from KS3 in departments which are not 11-19.

Middle Leadership Team (MLT)
Frequency: At least once per term (8.20am – 8.40am)
Chaired and convened by: Deputy Headteacher – Curriculum and Quality of Teaching
Agenda: PA to the SLT
Minutes: PA to the SLT
Terms of reference:
- To discuss and develop strategic matters agreed at ELT meetings.
- To share good practice at Middle Leadership level
- To provide feedback to the SLT on areas for development for the college
- To facilitate communication with all staff through the Curriculum Area structure

Extended Leadership Team – Training and Development Meetings
Frequency: Once per half term (8.20am – 9.00am)
Chaired and convened by: Deputy Headteacher – Quality of Teaching / Professional Learning and Assistant Headteacher – Teaching and Learning
Minutes circulated by: (as and when required)
Terms of reference:
- To provide in-depth training on specific matters impacting upon the college
- To provide leadership development training for Middle Leaders / Senior Leaders
- To share good practice

To be reviewed Sept 2017