



## **Terms of Reference for Admissions Committee**

### **Membership**

The governing body shall determine and review annually at its first meeting of the school year, the establishment, terms of reference, constitution and membership of the committees.

Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice and may have limited voting rights in accordance with any restrictions placed upon them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline

The committee shall comprise of at least 3 governors (to include at least 1 Foundation Governor).

The Committee may have in addition, such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

### **Quorum**

The quorum shall be 3 governors (to include at least 1 Foundation Governor). (The committee shall not meet without the Headteacher, or substitute nominated by the Headteacher).

### **Chairing**

The committee shall appoint a chairman at the first meeting of the Autumn term. (There are no restrictions as to who can chair a committee).

### **Clerking**

The governing body shall appoint a clerk to the committee. This must not be the Headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

Minutes will be sent out to all governors.

## **Terms of Reference**

- To determine within statutory provisions and the governing body policy whether any child should be admitted to the school
- To review admissions arrangements and to make recommendations for changes to the governing body
- Any items which individual governors may wish to include relating to admissions

Terms of Reference agreed by the Teaching & Learning Committee: 29<sup>th</sup> September 2016

To be ratified at Full Governing Body meeting: 13<sup>th</sup> October 2016

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Jacqui Scarborough	2004
Tony Schorah	03/2011
Sarah Slater	03/2013
Yvonne Castle	01/2013
Father Brian	09/2015