

Committees



"Creating Opportunities"

MEMBERSHIP

- 1.1 There shall be at least 3 and a maximum of 9 voting members of any committee appointed annually by the full Governing Body
- 1.2 The chair of any committee shall be voted annually
- 1.3 Members must follow the code of conduct
- 1.4 If the meeting is not quorate either another meeting will be held, or it will be recommended that the items should be discussed at the next full GB meeting where a decision can be made.
- 1.5 Governors who are not members of the committee shall be entitled to attend any meeting of the committee, and shall be entitled to contribute to the discussions but shall have no power to vote

QUORUM

The quorum shall be three voting members

MEETINGS

- 2.1 Committees shall meet at least once a term
- 2.2 The date, time and venue for each meeting shall normally be agreed at the immediately preceding meeting
- 2.3 The headteacher is entitled to attend all committee meetings or delegate a representative to attend
- 2.4 The chair of the committee will be responsible for setting the agenda in consultation with the headteacher and ensuring they are circulated
- 2.5 The chair of a committee shall be responsible for ensuring the minutes of the meeting are taken, and that such minutes are circulated as soon as they are available to Committee members, and to all other governors
- 2.6 The chair of a Committee shall be responsible for ensuring that meetings are reported back to the full Governing Body, and there is an opportunity for the minutes to be discussed
- 2.7 Meetings should not exceed two hours
- 2.8 Community cohesion will be considered at all committee meetings when appropriate
- 2.9 Prior agreement for visitors to attend the meeting and establish their role as to whether they are an observer or an active participant
- 2.10 The terms of reference will be reviewed annually

These terms of reference were agreed by the Governing Board	Date:14:11:24
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Chair of Governors	Signed:
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