

## **Terms of Reference**

The following committees established by the governing board comply with The School Governance (Role, Procedures and Allowances) (England) Regulations 2013.

The Executive Principal can attend all meetings of any committee established by the local governing board but in some instances this may only be in an advisory capacity. When an issue is being discussed which directly affects the Executive Principal they must, as with any other governor in a similar position, declare an interest and physically withdraw from the meeting.

The legal minimum quorum for committee meetings is three voting governors.

No vote on any matter can be taken at a committee meeting unless the majority of members present are members of the local governing body.

The appointed clerk will undertake the clerking of the committee.

The minutes shall be included as an agenda item for consideration at the next meeting of the full Local Governing Board where appropriate.

All decisions made by committees with delegated powers should be reported to the next Local full meeting of the governing board. If the minutes are not finalised a brief statement of the conclusions reached should be given.

The chair of the committee will be appointed at the first committee meeting of the academic year.

All governors are encouraged to attend training regularly & review training needs annually.

Committees will have delegated powers to approve policies as relevant to that committee.

**The governing board cannot delegate** any functions relating to

- ◆ The constitution of the governing body
- ◆ The appointment or removal of the chair and vice chair/clerk
- ◆ The appointment or removal of governors.
- ◆ The suspension of governors
- ◆ The delegation of functions and establishment of committees
- ◆ Change of school name or status
- ◆ Salary range for the Executive Principal & Vice Principals