



## **Committee Terms of Reference General Guidance**

The Governing Body will seek to appoint governors with a strong commitment to the role and to improve outcomes for the children's inquisitiveness to question and analyse; and the willingness to learn.

Governors will need good inter-personal skills and sufficient literacy and numeracy skills to be able to consider relevant documentation and understand basic data and skills to work constructively in committees.

### **Membership**

The governing body will determine the membership, proceedings and terms of reference of any committee, and will review these annually.

The membership of a committee may include associate members, provided that a majority of members of the committee are governors.

Each committee must have a chair and a clerk –appointed by the committee.

The headteacher cannot be the clerk to a committee, but a governor can.

Even when not a member, the headteacher is entitled to attend all committee meetings.

### **Quorum**

Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

### **Meetings**

Governing bodies are free to determine how often their committees meet – this may be left to the discretion of the individual committees and may depend on the circumstances of the school at any given time.

Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).

The minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

**General Terms**

To act on matters delegated by the full governing body.

To liaise and consult with other committees where necessary.

To contribute to the School Improvement Plan.

To consider safeguarding and equalities implications when undertaking all committee functions.

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