

# ***St. Andrew's Church of England Primary School***

## ***Governing Body***

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

#### ***Membership***

*There shall be at least 6 members of the Admissions Committee of which*

- At least two shall be members of staff, one of whom will be the Head Teacher.*
- At least two shall be school Governors, one of whom will be a parish Priest.*
- One will be an Associate Member who shall be the Admissions Officer.*

#### ***Quorum and Voting***

*All Governors except the Associate Member have voting rights. To be quorate there must be three voting members present and the Associate member.*

#### ***Meetings***

*The Admissions Committee will meet at such times as are required to fulfil its legal obligations regarding admissions. In addition, it will meet on such occasions as the committee decide in order to transact relevant business.*

#### ***Functions***

*The functions of the Admissions Committee are:*

- To allocate pupil places in accordance with LA Guidelines and school policy.*
- To ensure our admissions procedures conform to legal requirements.*
- To implement relevant sections of the School Improvement Plan*

#### ***Delegated Powers from the Governing Body***

*As defined by primary or secondary legislation.*

#### ***Reporting Committee Matters to the Governing Body***

*The Chair of the Committee will normally be responsible for reporting decisions of the Committee to the full Governing Body. This will be in the form of Minutes, to be discussed if necessary by all Governors of the Governing Body. The minutes shall show due regard for issues of confidentiality.*

#### ***Training***

*Governors are eligible to receive appropriate training upon matters relevant to the committee. Each Governor is responsible for reading the training and development brochures issued by the LA and LDDBS and book themselves on appropriate courses. Advice from the Clerk will depend on the Governing Body's sign up to LA Service Level Agreement covering governor training.*

#### ***Annual Review***

*The terms of reference will be reviewed once each academic year.*

#### ***Attendance Rights***

*Only Governors of the Admissions Committee may attend the Committee meetings unless specifically invited*

#### ***Committee Action Plan***

*As functions.*