

## **GOVERNING BODY OF GILLOTT'S SCHOOL**

### **TERMS OF REFERENCE FOR ADMISSIONS COMMITTEE –**

#### **GENERAL CONSIDERATIONS**

The committee has the authority to make delegated decisions, as agreed by the Governing Body. The committee shall also make recommendations for consideration by the Governing Body.

Committee meetings shall not be open to the public.

Any Governor shall have the right to attend any committee meeting, except in the case of the Personnel committee.

The Chair of the Committee will be appointed from amongst the Chairs of other Committees of the Governing Body in place at the time, at the meeting of the full Governing Body in the autumn term. No governor employed at the school will act as Chair to the Committee. A member of the Leadership Team, who supports the committee, acts as the Clerk to the Committee and will circulate an agenda and papers for each meeting at least a week in advance, in consultation with the Chair of the Committee.

All committee chairs will meet with the Chair of Governors, the Vice-Chair of Governors and the Headteacher three times per year to plan the work of each committee.

The Terms of Reference of the committee shall be reviewed annually by the Committee and approved by the full Governing Body.

#### **MEMBERSHIP**

The membership of the committee shall consist of not less than five governors and will be agreed on an annual basis at the meeting of the full Governing Body in the autumn term. The Chair of Governors and the Headteacher shall be Ex-Officio members of any committee to which they are otherwise not appointed. The Committee will have the power to co-opt members of the teaching/non-teaching staff if required and to invite attendance at its meetings from persons to assist and advise.

## **QUORUM**

The quorum shall be three members in total. Only governors who are members of the committee may vote at committee meetings. Where necessary, the chair of the committee may have a second or casting vote.

## **MEETINGS**

The Committee shall meet as required. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of Governors, in consultation with the Headteacher and the Chair of the Committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained at the next meeting of the full Governing Body.

## **TERMS OF REFERENCE AND EXTENT OF DELEGATED AUTHORITY:**

1. To take the lead in developing and reviewing admission arrangements subject to the whole Governing Body determining the final admission arrangements for each year;
2. To ensure that the appropriate consultation on the admission arrangements takes place;
3. To undertake the statutory duties with regard to the determination of places, within the timetable of any Local Authority (LA) co-ordinated scheme that applies;
4. To convene Independent Admission Appeals and ensure that the School provides the necessary involvement of a presenting officer at those appeals;
5. To ensure minutes (with attendance, decisions and action points) are taken at each meeting and circulated to all members of the Governing Body in advance of its termly meeting, and the Clerk to Governors;
6. To review on an annual basis the effectiveness of the committee in meeting these terms of reference.

## Standing Agenda Items

<b>Each meeting</b>
Apologies for absence Minutes of previous meeting Matters arising Declaration of interests Health and safety AOB
<b>Summer (at Policy and Planning)</b>
Review of Admissions Policy
<b>Summer (Full Governing Body)</b>
Agreement to consult on Admissions Policy (if required)*
<b>Autumn (Full Governing Body)</b>
Review outcomes of consultation Determination of Admissions Policy (deadline 28 February, to be published on website and sent to LA by 15 March)
<b>Spring (date tbc, linked to timescales of LA coordinated scheme; offer date 1 March)</b>
Consider applications for places when the final list has been received from the LA Review of effectiveness of committee in meeting its terms of reference Committee terms of reference

\* Consult for a minimum of six weeks between 1 October and 31 January  
[- to be completed before Autumn meeting of Full Governing Body]

### **Procedure for considering applications for places when the final list has been received from the LA**

- The committee will receive a report from the school admissions administrator on the ranking exercise according to the admission policy oversubscription criteria;
- Any difficulties with particular applications will be reported to the committee which will agree the most appropriate way forward if any remain unresolved;
- The committee will agree the ranking list of applications and agree the cut off point at the school's Published Admission Number (PAN) identifying the places to be offered. The full list will be returned to the LA.

### **Procedure for in-year admissions**

Where the year group is full the Clerk will arrange for the Admissions Committee to meet and determine admission applications. Appeal papers will be sent out with the refusal letter and the appeal process will proceed as normal if they are returned within the timescale.