

Millthorpe School

EXECUTIVE COMMITTEE

Terms of Reference

The governing body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.

1 COMPOSITION

The chair of the governing body; vice chair(s) of the governing body; committee chairs; head teacher.

The governing body or the committee may appoint associate members to serve on the committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations 2003.

2 QUORUM

The quorum for meeting and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3 TERMS OF REFERENCE OF THE COMMITTEE

- 3.1 To coordinate the work of committees in line with school improvement priorities.
- 3.2 To discuss emerging issues from committees and prioritise items for discussion at Full Governors.
- 3.3 To respond immediately to critical incidents that require the governors' consideration and direction.
- 3.4 Working with the Senior Leadership Team, provide a framework for discussion of the school's strategic vision with the governing body, staff, students and parents.
- 3.5 To ensure that the governing body is actively involved in setting priorities for improvement and robustly monitoring the impact of improvement plans.
- 3.6 To ensure the skills and expertise of the governing body are effectively matched to the needs of the school and improve the outcomes for students.
- 3.7 To set the agendas for the Full Governing Body meetings.

4 FUNCTIONS DELEGATED TO HEADTEACHER

None.

5 FUNCTIONS RETAINED BY THE GOVERNING BODY

All functions delegated to the Committee, or alternatively list any functions or decisions which the governing body does not wish to delegate to the committee.

6 APPOINTMENT OF CHAIR AND CLERK

The appointment of the chair shall be determined by the governing body or the committee and reviewed annually. The governing body shall appoint a clerk to the committee. This clerk cannot be the headteacher or an employee of the school.

7 MINUTES

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the clerk to the governing body.

8 FREQUENCY OF MEETINGS

Meetings will be held at least once each term.

9 CONVENING MEETINGS

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

Reviewed: September 2013

Approved: