

ST BERNADETTE'S R.C. J & I (NC) SCHOOL

THE ADMISSIONS COMMITTEE 2018-2019

MEMBERSHIP

Mrs Hill
Fr. P.Griffin
Miss Cowings
Mrs Wrench

MEMBERSHIP

- 1.1 The membership shall be a minimum of four Governors
- 1.2 The headteacher will attend all meetings in a voting capacity, or may nominate a deputy for any meeting.

QUORUM

- 2.1 The quorum shall be two Governors, one of which must be a non-staff member.

MEETINGS

- 3.1 The Committee will meet twice a year or as and when required, seven days notice must be given.

MINUTES

- 4.1 Minutes will be taken at every meeting
- 4.2 The Chair cannot also take the minutes.
- 4.3 The minutes will be distributed to all governors.
- 4.4 The minutes of this committee maybe withheld until the end of an Appeals Procedure in order to avoid prejudicing a vote.

CHAIRING

- 5.1 The Committee shall elect a chair/vice chair annually.
- 5.2 The chair will be responsible for drawing up the agenda and sending it to committee members at least seven days in advance.

REPORTING TO THE GOVERNING BODY

- 6.1 The Chair will report to the governing body on the main decisions taken and any recommendations, which the governing body needs to vote on.
- 6.2 While the chair or the governing body discuss admissions to the school a governor(s) will leave the meeting to avoid prejudicing any appeals.

AREAS OF RESPONSIBILITY

- 7.1 The Committee will review the admissions criteria annually.
- 7.2 The committee will decide the admission limits for the following year.
- 7.3 Review the arrangement with LEA for maintaining the Catholic Ethos of the school.
- 7.4 The Committee will arrange an Appeals Panel as and when required.
- 7.5 Any items referred by the main governing body.
- 7.6 Agree to undertake relevant training to keep up-to-date with national and local trends and policies.

DISPUTE PROCEDURE

- 8.1 Any significant differences of opinion to be discussed and resolved at a main governing body meeting before proceeding.

NB These terms of reference will be reviewed annually and updated at the end of each academic year for approval by the governing body.

STANDARD AGENDA ITEMS

Date of meeting
Agenda
Minutes of last meeting
Matters arising
Correspondence

ADDITIONAL ITEMS

Review the admission criteria (Autumn)
Decide the admission limits (Autumn)
Review agreement with LEA (Autumn)

A. Cowings
September 2018

