



'Let Your Light Shine'

(Matthew 5.v16)

Admissions sub committee - TERMS OF REFERENCE 2016/17

1. Membership

- 1.1. Membership will be determined annually at the beginning of the academic year at the first meeting of the full governing body.
- 1.2. The committee shall consist of at least three governors.
- 1.3. The headteacher can attend any committee except where the regulations specifically require his withdrawal.

2. Quorum

- 2.1. As defined in the Instruments of Government a quorum for a committee of the governing body shall be 'any one half (rounded to the nearest whole number) of the membership, or three members of the committee whichever is the greater'. This excludes Associate Members.
- 2.2. The presence of the headteacher can also be specified as necessary for the committee to be quorate.

3. Meetings

- 3.1. The committee will meet as necessary.
- 3.2. The Clerk to the Governors will give notice of meetings and any changes to meeting dates.
- 3.3. The committee Chair will set Agendas to the committee members.
- 3.4. The Clerk to the Governors will act as Minute Secretary and forward a copy of the draft minutes to the Chair of Committee and Headteacher within 14 days.

4. Areas of Responsibility of the Admissions Committee

- 4.1 The Chair and the committee have the authority from the governing body to consider and prepare proposals to be approved by the full governing body in the following areas:
 - To consult annually to review the Admissions Policy for approval by the FGB.
 - Application decisions.
 - To appeal against appeal applications to admit pupils.
- 4.2. The committee shall report to the full governing body after each meeting

Agreed: _____ 29th September 2016 _____ (date)

Signed by: _____ Norman Davies _____ (Chair of Committee)