



**The Governing Body of Sacred Heart
and St Mary's Catholic Primary Schools
(Battersea)**



**Admissions and Discipline Committee
Terms of Reference
2018/2019**

Membership: To include at least 6 Committee members.

Quorum: Minimum of 3

Meetings

There will be 3 meetings per year (one per term) to generate high quality evidence for full governing body meetings and to inform the termly strategic reports produced by the headteacher.

Work will be scheduled to be coherent with the school's self-evaluation schedule.

Members of the committee will receive seven days notice of any additional meetings and will receive an agenda and any papers seven days in advance. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Other members of the governing body may attend any meeting of any committee but they may not vote.

Chairing

The chair of the committee will be decided by the governing body. If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

Clerking

The clerk to the governing body will clerk committee meetings.

Minutes

All committee meetings will be minuted and the minutes will be circulated by the clerk once they are approved by the Chair.

Partnership with the Executive and Associate headteachers

In carrying out its functions the committee will receive information and advice from the headteachers and other staff and will actively seek opportunities for wider consultation where appropriate. The Executive and Associate headteachers are entitled (but not obliged) to attend all committee meetings and have full voting rights.

Delegated powers

The following can legally be delegated to a committee but not an individual and the Governing Body has chosen to do so:

1. School discipline policies
2. Exclusions hearings
3. Admissions process

Key tasks common to all committees:

1.	To maintain accurate and relevant Terms of Reference and an Annual Work Schedule for the committee
Action	<i>The committee to review TOR and WS annually in June/July and report any changes to the Board at the Annual Planning Meeting</i>
2.	To receive reports from members of staff about matters relating to any of the issues listed in their ToR's
Action	<i>Maintain committee standard agendas to highlight expected reports</i>
3.	To respond to relevant issues in the Auditor's report
Action	<i>Review each Audit report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address</i>
4.	To respond to relevant issues in the Ofsted report
Action	<i>Review each Ofsted report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address</i>
5.	To research and review the opportunities/challenges arising from extended school provision for their area of focus
Action	<i>Maintain standard committee agendas to ensure regular review.</i>
6.	To monitor and evaluate at regular intervals the policies allocated to them, with due regard to the school's Equality Scheme, and making recommendations to the full GB as required.
Action	<i>Maintain a list of committee policies and implement a rolling review schedule</i>
7.	To validate the grades in their assigned sections of the SES on the basis of evidence
Action	<i>Maintain a schedule of review, for an agreed range of sections, of the SES at each committee meeting.</i>
8.	To monitor the implementation of assigned sections of the SDP and evaluate impact
Action	<i>Review of progress for assigned sections of the SDP at each committee meeting.</i>
9.	To report concisely to the full governing body on key strengths, key areas for development arising from the above and recommendations
Action	<i>As required</i>

Key tasks specific to the Admissions and Discipline committee :

1.	To review all Reception year applications for admission to the school and prioritise according to the relevant year's admissions criteria, for submission to WBC for allocation of places.
Action	<i>Committee to familiarise themselves with the issues raised during the admissions process in the current year.</i>
2.	To review all in-year applications for admission to the school and prioritise according to the current 'continuing interest list' for submission to WBC for allocation of places.
Action	<i>To liaise with the designated school admin. officer and Head as required.</i>
3.	To maintain a 'continuing interest list' of pupils awaiting a place at the school
Action	<i>To liaise with the designated school admin. officer as required</i>
4.	To manage the process required by any admissions appeals
Action	<i>Committee to familiarise themselves with the current School Admission Appeals Code as required</i>
5.	To maintain the school's admission's criteria.
Action	<i>To review the admission's criteria annually prior to statutory circulation by WBC.</i>
6.	To consider all matters relating to pupil exclusions, discipline, behaviour and attendance on a termly basis
Action	<i>Committee to keep abreast of the procedures, policies and the legal implications and to be informed of all incidents of bullying, racism, sexism, poor attendance and extended absence</i>
7.	To consider any complaints from parents referred to the governing body in accordance with the established complaints procedure.
Action	<i>Committee to acquaint themselves with the current procedure.</i>

Statutory School Policies assigned to the Admissions & Discipline Committee:

GB determined standard review cycle in brackets, subject to intermediate DfE recommendations

<ul style="list-style-type: none"> ▪ Admissions policy (Annual) 	<ul style="list-style-type: none"> ▪ Exclusion of pupils (non-statutory) 	<ul style="list-style-type: none"> ▪ School Discipline and Pupil Behaviour (Written statement of principles)
<ul style="list-style-type: none"> ▪ Complaints policy 	<ul style="list-style-type: none"> ▪ Physical Restraint (non-statutory) 	<ul style="list-style-type: none"> □ Anti Bullying & Aggressive Behaviour (non-statutory)
<ul style="list-style-type: none"> ▪ Attendance targets 		

The full governing body agreed these terms of reference on (date)

Signed.....Chair of Governors