

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

**THE ADMISSIONS COMMITTEE 2020-2021**

**MEMBERSHIP**

Mrs Hill  
Miss Cowings  
Mrs McHugo  
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 2020

