

# St Vincent de Paul Catholic Primary School



## **Terms of Reference – Admissions Committee**

*Membership: minimum three governors*

*Quorum: three*

1. The committee will consist of at least Three members of the Governing Body. In addition, the Chair of Governors and the Headteacher will be ex officio members of the committee.
2. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting.
3. The committee may, if they so wish, propose suitable persons from the Governing Body to be co-opted to the Committee and non - voting members to provide additional expertise.
4. The committee shall not be quorate unless three members of the committee are present.
5. All Governor members of the Committee shall be entitled to vote. The Chair does not have a casting vote. Non-Governors, either co-opted or visiting are not entitled to vote.
6. Minutes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the Governing Body a clear proposals or alternatives to debate and decide upon.
7. Minutes will be circulated to all members of the committee as soon as possible after the meeting, and to all governors with the agenda of the next Full Governing Body meeting.
8. The committee will meet in advance of each Full Governing Body meeting and at other times as they see fit.
9. The committee will consider matters as set out in its terms of reference or as requested by the Governing Body, taking advice as appropriate.
10. The committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
11. The membership of the committee will be determined at the first meeting of the Governing Body in the autumn term. The terms of reference of the committee will be reviewed at least annually.
12. Progress on the delivery of specific objectives will be reported to governors termly as follows:

- those related to staff will be addressed by the Resource Committee
  - those related to pupils and parents will be addressed by the Resources / Safeguarding / Teaching and Learning Committee, as appropriate
13. The normal procedures and regulations of the Governing Body also apply to the committee.
  14. Members of the committee should take steps to maintain and develop their knowledge and skills, for example, by attending appropriate training.
  15. On behalf of the Governing Body, the committee will have delegated powers to undertake the following duties:
    - Review annually the Admissions Policies for nursery and reception having regard to the Diocesan Protocols and ensuring it is compliant with:
      - the law, admissions legislation and the 2014 School Admissions Code
      - Diocesan Guidance on Admissions to Catholic Schools
      - A copy of this is kept in the Policies area under Admissions
    - Submit proposed Admissions Policies to the Diocesan Education Service for comment and consult with other admission authorities as appropriate.
    - Make recommendations to the Governing Body.
    - Rank Nursery and School applications in accordance with the published Admission Policy, so that places can be offered by the school accordingly.
    - Maintain a list of continuing interest applicants and in - year applications, and rank applicants and offer places according to the current Admissions Policies Coordinate a response to any Admission appeals and represent the School at any subsequent appeal hearings.
    - Review any proposed changes to the Published Admission Numbers (PAN) for nursery and school and make recommendations to the Governing Body.
    - Ensure that the school submits any information on school admissions or pupil numbers required by the Diocese, the Local Authority or other Government agencies.
    - The committee will ensure GDPR compliance in all aspects of its work and the areas of oversight within its Terms of Reference \*
    - To ensure compliance with the Model Protocols for Maintained & Academy Schools document (*September 2023*) and in particular sections:

Section 8: DIOCESAN PROTOCOLS on ADMISSIONS

Section 9: DIOCESAN PROTOCOLS on SCHOOL PLACE PLANNING

Presented to full Governing Body on 10<sup>th</sup> October 2023

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