

## **GOVERNORS' ADMISSIONS COMMITTEE**

### **1. Membership**

- 1.1 Members of the Committee shall be appointed annually at the first meeting of the Governing Body in the Christmas Term and shall comprise:-
- (i) the Chair of the Committee appointed by the Governors.
  - (ii) the Headteacher who may not delegate his/her appointment.
  - (iii) at least three governors who reflect the local, Christian, ecumenical community
  - (iv) the Chair of Governors and the Vice Chair of Governors shall be ex-officio members of the committee.
- 1.2 In the absence of the Chair of the Committee those present shall elect a chair for the meeting.
- 1.3 The Clerk to the Governors or a person appointed by him/her shall be in attendance to service the committee but shall not be entitled to vote.

### **2. Quorum**

A quorum shall consist of not less than three Governors.

### **3. Remit**

- 3.1 The Governors' Admissions Committee is responsible to the Governing Body.
- 3.2 The Committee shall be empowered to make decisions which will enable compliance with Governors approved budgets and policies, legislation and regulation. The Committee shall have no power to pass resolutions to commit the Governing Body unless it is specifically empowered by resolution of the full Governing Body.
- 3.3 Specifically the Committee shall be responsible for:-
- (a) monitoring and reviewing the Admissions Policy and documentation at Year 7 and Year 12.
  - (b) for admission to Year 7
    - (i) reviewing the applications and producing a list in rank order in strict accordance with the Admissions Policy and the criteria for interpreting the policy
    - (ii) submitting the ordered list to the Local Authority for places to be offered through the Coordinated Admissions Scheme
  - (c) receiving a detailed report on the admission of students to Year 12
  - (d) monitoring the offer of places to pupils other than Year 7 and 12.
  - (e) fulfilling its responsibility for arranging an Admissions Appeals Panel through the Essex County Council Appeals Service
  - (f) presenting the Governors' case at appeal hearings
  - (g) making recommendations if changes are required in either the Admissions Policy or the procedures.

#### **4. Proceedings**

- 4.1 The Committee shall meet in December, January, April and July of each year and at such other times as may be necessary. Meetings may be held in person or virtually, using a secure platform.
- 4.2 The Committee shall organise its proceedings in accordance with the [Governance Handbook](#).
- 4.3 The Committee shall make minutes of their meetings and signed minutes of all meetings shall be kept in a ring binder file.
- 4.4 All minutes of the Committee shall be submitted to the Standing Committee who will be responsible for reporting on the issues discussed and decisions reached by the Committee and matters requiring formal resolution of the Governing Body.
- 4.5 Agendas and relevant papers for all meetings of the Committee should be sent so as to arrive seven days prior to the meeting. Minutes of Committee meetings should be circulated to members not more than 14 days after the meeting.
- 4.6 Copies of Committee agendas and minutes, except confidential items, shall be made available at the School and open to anyone for inspection persons to consult. The chair of the Committee shall make a private minute of confidential matters and submit a copy to the Chair of Governors.

December 2020