

The High School Leckhampton

Terms of Reference for Community & Operations Committee

2023-24

1 Scope

The purpose of the Community & Operations Committee is to advise the Governing Body on the school's infrastructure, communications and efficient operation.

2 Membership

- i The Community & Operations Committee shall consist of not less than 5 governors including The Headteacher.
- ii To maintain continuity and development of a measure of expertise, governors should expect to remain in membership of the committee for a period of at least 2 years or until their membership of the governing body terminates if that should occur before the expiry of the 2-year period.

- iii Representation of the Community & Operations Committee for the academic year 2023/24 shall be:

• Chair	Sarah Haden	Appointed Governor
• Vice-Chair	Tim Callaghan	Appointed Governor
•	Ian Davidson	Appointed Governor
•	Anna O'Connor	Parent Governor
•	Sharon Grant	Parent Governor
•	Alice O'Riordan	Staff Governor
•	Helen Wood	Headteacher

Non-voting school representatives

- | | | |
|---|----------------------|-------|
| • | Mrs Nicki Harrington | Clerk |
|---|----------------------|-------|

3 Quorum

- i The quorum shall be 4 governors, which must include the Chair or an agreed Vice-Chair, and The Headteacher
- ii In the absence of a properly constituted quorum for a planned meeting, the committee shall re-convene at the earliest available opportunity.

4 Meetings

- i The Community & Operations Committee shall meet not less than once per term; additional meetings may be called when required by circumstances.
- ii A provisional schedule of regular meetings for the academic year shall be agreed at the first meeting of the Summer Term.
- iii Extra-Ordinary meetings of the committee shall be convened by the Clerk of the Community & Operations Committee as required at no less than seven days notice.

5 Chairperson

- i The Chair, who should be a governor, shall be elected annually at the first meeting of the Community & Operations Committee of the Autumn Term.
- ii Ideally, a governor shall not hold the Chair for more than 3 consecutive years unless he/she is unopposed for election.

6 Standing Orders

- i The clerk to the Community & Operations Committee shall distribute the agenda for each meeting to all committee members at least seven days in advance of the meeting.
- ii All meetings will be clerked, and all decisions, recommendations and actions arising from committee meetings shall be recorded in the minutes.
- iii All minutes will be circulated to committee members before presentation to the full governing body.
- iv Committee members shall verify the accuracy of the minutes in advance of the distribution of such minutes to the full governing body (any amendments to be notified to the clerk to the Governors).
- v Only governors who are properly constituted members of the Community & Operations Committee shall vote on issues within the assigned terms of reference.
- vi Where there is equality in a vote, which cannot be resolved in committee, the Chair or Vice-Chair shall have a casting vote.
- vii The Nolan Principles on standards in public life shall always apply in meetings.

7 Delegated Powers and Responsibilities

The Community & Operations Committee has delegated responsibilities and powers from the governing body to advise the governing body on:-

- Safeguarding
- School policies
- Suspensions
- Governor induction and training
- Monitoring and reviewing school publications, including the website
- Staffing, recruitment and personnel (including pay and performance)
- Aspects not covered by the above but related to the SDP and/or included under the community section in the Governors Handbook

8 Review

These Terms of Reference shall be reviewed annually in the Autumn Term by the Community & Operations Committee and amendments to be approved by the Full Governing Body.

NJH Sept 2023