

# ST MARY'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS COMMITTEE

<b>Membership:</b>	Mrs. Nina Henderson-Andrade (Foundation) Mr. Daniel O'Connor (Headteacher) Canon John Batthula (Chair) Mrs. Tara Yarker (Foundation)
<b>Quorum:</b>	The quorum to conduct normal business on behalf of the Governing Body shall be 3 governors, one of whom must be the Headteacher, though a majority must be governors. In the Chair's absence, members will elect a chair for that meeting, subject to the quorum mentioned above. The Chair must be a governor.
<b>Meetings:</b>	The committee shall meet once a term or otherwise as required. Agenda and relevant papers should be sent out to members before the meeting. Committee to report each meeting to full Governing Body.

## TERMS OF REFERENCE

### **Membership**

The committee shall consist of no fewer than 3 members nominated by agreement at the Governing Body meeting held in the Autumn term. Membership shall include the Headteacher, though a majority of members must be governors. In addition, the Committee will have the power to appoint co-opted non-voting members.

The Chair of the Committee shall be determined at the Governing Body meeting held in the Autumn term.

### Objectives:

- To review admissions arrangements and to make recommendations for changes to the governing body
- To fulfil on behalf of the Governing Body its responsibilities as the Admissions Authority for St Mary's Catholic Primary School
- To administer the Governing Body's Admissions Arrangements policy in relation to the annual intake and any in year applications within the timescales required by OCC
- To review annually the school's Admissions Arrangements policy, including completing any necessary consultation processes within required timescales.
- Working with the appropriate Senior Leadership Team member, to make all necessary arrangements for the preparation for, and conduct of, the Governing Body's case at Admissions Appeals, including ensuring Governor attendance at all hearings wherever possible.

*Date Terms of Reference approved by the Governing Body:* \_\_\_\_\_ *16<sup>th</sup> October 2023* \_\_\_\_\_

### **Review of Committee Terms of Reference and Membership:-**

Last Review: \_\_\_\_\_ October 2023 \_\_\_\_\_

Next Review: \_\_\_\_\_ October 2024 \_\_\_\_\_