



# **Terms of Reference Chair of Governors (Chairs) Committee**

Committee with oversight for this policy – Chair of Governors	
To be approved by the Full Governing Body	
Policy last reviewed by the Chair of Governors Committee	04/10/2017
Policy last ratified and adopted by Full Governing Body	22/11/2017
Policy / Document due for review	Autumn 2018

# Ravenor Primary School

## Chair of Governors (Chairs) Committee

### Terms of Reference

#### **General Considerations**

1. The committee shall not be open to the public
2. The membership and terms of reference of the committee shall be reviewed annually and confirmed by the governing body.

#### **Membership**

The membership of the Chair of Governors (Chairs) Committee will comprise the Chair of Governors, the Vice Chair of Governors, plus the Chairs and Vice Chairs of Achievement for All, Behaviour & Safety and Finance Leadership & Management. Additionally the Headteacher will be a member of the committee.

#### **Quorum**

A quorum shall be four Governors including the Headteacher or their delegated representative.

#### **Meetings**

The Chairs Committee will meet twice in an Academic year. The first meeting will be towards the end of the Autumn Term and the second towards the end of the Spring Term.

Minutes will be taken by the elected clerk of the committee and having been approved by the Chair of Governors will be submitted to the Chairs Committee members no later than 2 weeks after the date of the meeting.

The Chairs Committee will not have the power to make decisions as this power will continue to rest with the Committees and ultimately the Full Governing Body.

#### **Agenda**

There will be a set agenda for each meeting:

- Report from each Committee Chair covering:
  - Priorities for 2017 – 2018
  - Committee Membership
    - Skill gaps?