St Michael and All Angels

Pupil Admissions Committee

Terms of Reference

2023-24

As members of the Governing Body of SMAAA we pledge to:

Follow the 7 Principles of Public Life outlined by Lord Nash including:

1. selflessness;
2. integrity;
3. objectivity;
4. accountability;
5. openness;
6. honesty;
7. leadership.

We will also:

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| Area | Responsibilities |
| Organisation and teamwork | * review the terms of reference for this committee;
* set out a monitoring plan annually;
* participate in training;
* agree to use the Nolan principles of public office;
* review / make recommendations for policies with key staff.
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| Recruitment and retention/ communicate with parents/carers | * contribute to the School Development Plan;
* contribute to the schools Self-evaluation;
* actively engage with the School Council and other groups of pupils;
* engage with parents through questionnaires and surveys.
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| Strategic Leadership and Statutory Responsibilities | * be responsible for the leadership of specific activities;
* monitor the Performance Management process.
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| Strengths and Weaknesses/Self-Review and Change | * read and evaluate case studies from key staff;
* contribute and participate in key chosen areas of development;
* attend school events;
* follow up on proposed actions.
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| Support and Challenge | * work with staff and other Governors;
* promote the good reputation of the school;
* ask questions and ensure that challenges are followed through;
* engage with the school leadership team.
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| Impact/including school improvement/pupil safety and well being/partnerships and community engagement  | * we will identify a priority that will improve outcomes for pupils;
* we will decide what to do;
* we will review what action the school took;
* we will review the impact;
* we will review the lessons that we learned.
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Membership and Meetings

Membership and Meetings

* there will be a minimum of three Governors plus the Headteacher;
* this Committee will meet on an annual basis, and
* this Committee will be Chaired by Rev Andrew Rowlands during the academic year 2023-24 .

Quorum

Three members of the committee including the Headteacher or his/her representative.

Terms of reference

We will

|  |  |
| --- | --- |
| Area | Responsibilities |
|  | * + Determine offers of places for the annual admissions round in the light of the governors' admissions policy and within the timescales and procedures of the Authority’s co-ordinated scheme;
	+ Determine offers of places to ‘mid-term’ applicants in the light of the governors' admissions policy and requirements of the Authority’s co-ordinated scheme;
	+ Review the Governing Body’s admissions policies annually and make any recommendations for change to the whole Governing Body;
	+ Ensure publication of the school’s Admissions Arrangements in the School Prospectus and/or on-line as required by regulation and Codes of Practice;
* Ensure that the consultation process is carried out in accordance with guidance contained in the School Admissions Code of Practice;
* Ensure that admission appeals are held according to timescales in the Code of Practice and that appropriate case papers are produced as required.
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