

BISHOP WORDSWORTH'S SCHOOL
GOVERNORS EVALUATION COMMITTEE
CONSTITUTION

ROLE

1. This Committee is responsible on behalf of the Governing Body for evaluating the performance of the Governing body and all subcommittees and for amending those sections of the Salmon Pack that are not required to be agreed by the Governing Body.

COMPOSITION

2. The Committee shall consist of: the Chair and Vice Chair of the Governing Body, the chairs of main subcommittees (or vice chairs in their absence) and the Headmaster.

3. In addition, the Committee may from time to time co-opt persons with particular expertise. Any co-opted members are not eligible to vote.

4. A quorum is three Governors.

5. The Company Secretary will be the minuting secretary.

CHAIR AND VICE CHAIR

6. The Chair and Vice Chair of the Governing Body shall be the Chair and the Vice-Chair respectively of the Committee.

MEETING FREQUENCY

7. The Committee will normally meet once each academic year.

TERMS OF REFERENCE

8. The Committee shall:

a. Consider the performance of the Governing Body over the previous year and whether the Governing Body business is conducted in accordance with the Law and make recommendations for improvements. In particular it will consider:

(1) How effective the Governing Body is in carrying out its key roles and governance.

(2) If Governing Body business is at an appropriate level to fulfil governors' responsibilities with minimal impact on teachers' time and other school business.

(3) If the number and composition of sub-committees is appropriate.

(4) If the Governing Body lacks any expertise or information and make appropriate recommendations.

(5) If executive actions are delegated to an appropriate level.

(6) Whether meetings are an appropriate length and at an appropriate frequency.

b. Have delegated executive powers to review the Salmon Pack and amend sections that are not required to be considered by the Governing Body (sections not delegated to this Committee are: 3a – Governing Body, 3c - Committees, 4 – Delegations, 5 – Link Governors, 6 – Standing Orders, 8 - Committee Constitutions, 14 – Complaints Guidance).

c. Review and amend the Risk Register annually after inviting and considering comments from governors.

d. Make appropriate reports of actions and/or recommendations to the Governing Body.

e. Ensure that the minutes of meetings are kept and distributed as directed by the Governing Body.

9. **Voting Procedure.** Only Governors may vote. A governor holding more than one of the appointments listed in Paragraph 2 shall have one vote only. In the event of a tie, the Chairman of the Meeting shall have a casting vote.

10. **Chair's Action.** In consultation with the Headmaster, the Chair of this Committee shall have the power to act in all matters relating to the terms of reference of the Committee when urgent action is needed in the interests of the School. Any such action is to be reported at the next meeting to be considered for ratification.