

**GOVERNORS ADMISSIONS PROPERTY HEALTH AND SAFETY COMMITTEE**

**CONSTITUTION**

**ROLE**

1. This Committee is responsible on behalf of the Governing Body for the Admissions Policy, entry examination arrangements including appeals, Academy Trust buildings and the Property and Health and Safety Policy including associated procedures for staff, pupils and visitors.

**COMPOSITION.**

2. The Committee is to consist of:
  - a. At least three Governors, including one Member appointed Governor and the Headmaster (for admissions' items).
  - b. In attendance (non-voting): the Admissions' Registrar (for Admissions' items) the Deputy Head (for PHS items) and the Bursar (for PHS items).
3. In addition, the Committee may from time to time co-opt persons with particular expertise or to make a quorum. Any co-opted members are not eligible to vote unless they are governors.
4. A quorum is three Governors.
5. The Company Secretary should be the minuting secretary.

**CHAIR AND VICE CHAIR**

6. The Chair and Vice-Chair are to be elected in accordance with Paragraph one of Section 4 (Governing Body Standing Orders).

**MEETING FREQUENCY**

7. The Committee will normally meet twice each academic year in the Summer and Autumn Terms.

**TERMS OF REFERENCE.**

8. The Committee is to:
  - a. Liaise with the Finance Committee.
  - b. Have executive powers to:
    - (1) Review and determine the arrangements for admissions of pupils to the school, including the Admissions Policy (within the Law) the Government's Admissions' Code the Funding Agreement and any prerequisites set by the Governing Body.
    - (2) Liaise with feeder and other schools as appropriate.

(3) Take action to ensure that the fabric of the school buildings is maintained to a proper standard within the budget agreed with the Finance Committee.

(4) Consider improvements and replacements to the buildings and grounds that are necessary or desirable; authorise the Bursar to obtain quotations for same and further authorise, within budget, contracts to be let or for the letting to be delegated to the Bursar as considered appropriate.

(5) Review and amend the Health & Safety and Security Policies each year and others for which the Link Governor sits on the Committee.

(6) Consider health & safety reports and issues particularly regarding the safety of all pupils, staff and visitors in the School building and grounds and direct the Bursar to take action as necessary. For critical health & safety issues emergency unbudgeted funding may have to be diverted from elsewhere by the Finance & Audit Committee.

(7) Have the primary responsibility of financial monitoring, scrutiny, control and planning for the Sports Centre and report on these matters to the Finance and Audit Committee.

(8) Liaise with appropriate bodies.

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

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

9. **11+ Exam Day.** A non-staff governor member of the Committee will normally attend the 11+ Exam Day.

10. **Voting Procedure.** Only Governors may vote. In the event of a tie, the Chairman of the meeting has a casting vote.

11. **Chair's Action.** In consultation with the Headmaster, the Chair has 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.