

Clerking in new contexts: LA maintained boards

Dogdale Terms of Reference

Dogdale Primary School

Committee Terms of Reference 2021-22 - extract

Membership The Resources and Curriculum committee shall consist of no more than 5 governors who are appointed to that committee. Staff may be asked attend in an advisory role.

The Pay committee will consist of three governors with the headteacher attending in an advisory role only.

Chair The committee chairs must not be employed by the school and will be appointed by the governing body.

Clerk In line with the 2013 Regulations 23(2) the governing body will appoint a clerk to each committee it establishes and for Dogdale this will be the board clerk. If the clerk is unable to attend, any committee member may clerk the meeting with the exception of the headteacher. It is preferable that the chair also does not chair the meetings if possible.

Minutes The minutes will be produced by the clerk for approval by the committee chair within 10 working days of the meeting. The draft will be presented at the next meeting of the governing body for reporting purposes.

Quorum Any three governors appointed to the committee; providing that school employees are the minority. Staff members in attendance do not count toward the quorum.

Meetings Each committee will meet at least three times per school year, allowing the school time to prepare reports in line with the school cycle. Agendas will be drafted by the clerk and agreed by the committee chair in consultation with the headteacher and circulated at least 7 days prior to the meeting with the supporting papers.

End of extract