

# GOVERNING BODY OF KINDERLEY C.P. SCHOOL

## SCHOOL EFFECTIVENESS COMMITTEE

### CONSTITUTION

#### Membership

Size of Committee 7

Number of Associate Members 0

#### Quorum - 3

The quorum must be at least 3 governors but with a minimum of 2 non staff governors attending each meeting.

#### Meetings

Members of the Committee are entitled to 7 days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the Committee Chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting but they may not vote.

#### Chairmanship

The Chairmanship of the Committee is to be decided by the Governing Body. If the Chair is absent from a meeting, a Governor may be elected to take the chair for the duration of that meeting.

#### Partnership with the Head Teacher

In carrying out its functions the Committee will receive information and advice from the Head Teacher and other staff and will actively seek opportunities for wider consultation where appropriate.

The Head Teacher is entitled (but not obliged) to attend all Committee meetings and has full voting rights (provided she/he is a Governor).

#### Minutes

All Committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

#### Terms of Reference

The Committee has no delegated powers.

#### In addition the Committee will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- Contribute to the Governing Body and school self review.
- Plan, monitor and evaluate appropriate sections of the School Development Plan/ School Improvement Plan/ Raising Achievement Plan and/or post OFSTED Action Plan.
- If any items are discussed by the School Effectiveness Committee, a report will be provided for the Governing Body to consider.