

**HENDON SCHOOL  
TERMS OF REFERENCE FOR CHAIRS' COMMITTEE 2025**

**1. Areas of Responsibility of the Chairs' Committee**

- i) To consider and advise on any matters within the remit of the Governing Board, particularly those that involve the interests of more than one of its Committees.
- ii) To take decisions in areas that do not require approval by the full Governing Board and which are not the responsibility of its Committees with delegated powers.
- iii) To review the draft School Improvement Plan which would be used by the Committee Chairs as the priorities for setting Committee Agenda Plans.

**2. Membership**

The Committee shall consist of the following Governors:

Chair of the Governing Board

Vice-Chair of the Governing Board

Chair of Admissions Committee

Chair of Audit Committee

Chair of the Curriculum Committee

Chair of Finance & General Purposes Committee

Chair of the Staffing Committee

Chair of the Student Welfare Committee

Headteacher

The Governing Board shall determine and review annually at the autumn term meeting, the establishment and membership of Committees and ratify the Committee Terms of Reference.

The work of the Chairs' Committee will be supported by the Clerk to the Governors who will give notice of meetings, act as Minute Secretary and advise about procedures.

**3. Chairing**

The Chair and Vice-Chair of the Governing Board will act as the Chair and Vice-Chair of the Chairs' Committee.

**4. Attendance**

Members of the Committee, the Headteacher and Clerk have a right to attend Committee meetings. All Governors will be invited to be 'in attendance' at Chairs' Committee meetings and the Committee may allow other persons to attend.

As and when desirable the Chair may request any other person to attend the Committee meetings.

**5. Meetings**

The Committee will meet in the autumn term and have agreed meeting dates for the spring and summer terms. The convening of the spring and summer term meetings will be discretionary depending on whether there was a need to meet. Any additional meetings will be called as and when necessary. At least seven days' notice should be given when calling a meeting unless for urgent business.

The Committee shall not normally meet without the Headteacher or a nominated representative being present.

### **7. Voting**

No vote on any matter shall be taken at a meeting of a committee of the Governors unless the majority of members of the Committee present are Governors. This is to ensure that necessary urgent actions are not delayed. Any persons 'In Attendance' at a meeting are not entitled to vote.

### **8. Conduct of Meetings**

In accordance with the Articles of Association