



## **All Saints' Primary School Governors' Community Committee**

### **Constitution and Terms of Reference**

#### **Principles**

The committee will be democratic and open to the Governors elected from the Governing Body of All Saints' CE Primary School.

Members agree to keep up to date on information provided on community matters.

#### **Structure**

The committee will comprise of:

- at least four members of the Governing Body
- either the Headteacher or a Teacher at All Saints' School will always attend

#### **Membership, appointment and tenure:**

Governors and prospective co-opted members must be nominated and approved by the full Governing Body on an annual basis.

#### **Meetings and conduct of business**

- Each group will elect a Chairperson annually at the first meeting on or after 1 September.
- As a minimum, the committee will meet at least once per term.
- The Chairperson will be expected to produce an agenda for each meeting in consultation with and agreement by the head. The secretary of the committee will arrange for the production and distribution of minutes.
- Any member of the committee shall be entitled to place items of relevant business on the agenda by agreement with the Chairperson not less than one week prior to the date of any meeting.
- The quorum for all meetings will be three Governors.
- Minutes shall be made available to the Clerk and Chairperson of the Governing Body at least two weeks prior to the next full Governors' Meeting.
- The committee will seek opportunities to make Governors aware of their role

and promote effective two-way communication.

- In carrying out the committee's work maximum use shall be made of electronic rather than paper-based communication.
- The Full Governing Body shall keep the committee's constitution and terms of reference under review, and may from time to time consult with Cumbria LA Governor Support Services on recommended changes.

### **Terms of Reference**

The committee has been set up to support the development of and to monitor the progress of, School Improvement Action Plans for community development. The objectives of the committee are:

- To provide advice and support to the Headteacher in her strategic role to promote school improvement, and to take into account the views and concerns of the Governing Body, parents, children, staff and members of the wider community (e.g. local residents).
- To support the school in implementing Governing Body legislation and other advice and guidance from government and national bodies.
- To advise the Headteacher on the services the school may require and to assist with the evaluation of services provided by or through the LEA.
- To promote Governor training, and to advise Governors on relevant school governor training matters.
- To act as a link between school governing bodies and the school community.
- To keep the Governing Body regularly informed about school community matters including surveys on parent/pupil/community views.
- To respond to matters raised for the agenda by all interested parties including the School Council.
- Promoting the school.
- Bringing people together to share in activities, which promote education, health and enjoyment.
- Promoting extended activities for learning in the community.

**Signed..... (Chair of Governors)**

**Approved at the meeting of the Full Governing Body: 16<sup>th</sup> October 2023**