

## Theale CE Primary School and Enborne CE Primary School Governing Boards

### JOINT COMMITTEE: 2022-23 TERMS OF REFERENCE

This Joint Committee acts under delegated powers from the governing boards of Theale CE Primary School and Enborne CE Primary School. These individual governing boards retain legal responsibility and corporate liability for all decisions taken on their behalf. The governing boards of the collaborating schools must determine and review annually the constitution, membership, and Terms of Reference of the Joint Committee.

#### Associate Members

In accordance with DfE direction in the Governance Handbook, the Committee may choose to include additional associate members in order to secure necessary qualifications and experience within its strength.

#### Membership (updated June 2022)

##### **Theale CE Primary School**

Governor 1 Jon Houghton

Governor 2 Michael Carpenter

##### **Enborne CE Primary School**

Governor 3 Alan Powell

Governor 4 Paul Davey

#### Quorum

Regulations require that it must be at least three governors\*. Each of these governors must be a member of the governing board of one of the collaborating schools.

*\*associate members are excluded*

#### Election

At the first meeting of the Joint Committee, the members of the Committee must elect one of their own as chair, by a show of hands. The term of office of the chair of the Joint Committee will be one year.

#### Clerking

The Clerk must:

- Convene meetings of the Joint Committee;
- Attend meetings of the joint committee and ensure minutes of the proceedings are drawn up; and
- Perform any other functions determined by the Joint Committee.

The Clerk to the Joint Committee will be: **XXXX**

#### Meetings

The Joint Committee will meet a minimum of three times a year and as required.

## **Remote participation**

Members of the Joint Committee may participate in the meeting remotely by prior arrangement with the Joint Committee.

## **Voting**

A vote on any matter can only be taken if at least three members of the Joint Committee are present and that this includes members representing both governing boards.

Every question to be decided at a meeting of a Joint Committee must be determined by a majority of the votes of the members of the Joint Committee present and voting on the question.

Should the Joint Committee find it difficult to reach a decision, they shall take advice from the Headteacher and/or local authority.

Proxy voting is not allowed.

Voting by email is not allowed.

## **Reporting**

The Joint Committee must report back to the governing boards of the collaborating schools three times per year.

## **Minutes**

Minutes will be signed off and distributed in accordance with the Regulations.

## **Functions of the Joint Committee**

The governing boards of the collaborating schools require the Joint Committee to:

- To set up, implement, monitor and to evaluate (with the governing boards of both schools) the collaboration between Theale and Enborne CE Primary Schools.
- Appoint two of its members to form the head teacher's appraisal panel;
- Ensure both members of the panel have undertaken training in head teacher appraisal;
- Appoint an external adviser to assist in the head teacher's appraisal;
- The members of the head teacher's appraisal panel will agree and make a recommendation on head teacher's pay to the pay committees of the collaborating schools;
- Make recommendations to the governing boards of the collaborating schools on ways in which the governing boards can ensure the head teacher's workload remains sustainable;
- Make recommendations to the governing boards of the collaborating schools on other possible areas of collaboration.

Ref: The School Governance (Collaboration)(England) Regulations 2003

Sept 2022