



Admissions Committee

Terms of Reference

The Cornerstone Academy Trust (the Trust)

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Admissions Committee

1. Constitution

- 1.1 The board of directors (the **Trustees**) of The Cornerstone Academy Trust (the **Trustee Board**) hereby resolve to establish a committee of the Trustee Board to be known as the Admissions Committee (the **Committee**).

2. Membership

- 2.1 The Committee shall have a minimum of three members. A majority of Committee members must be Trustees of the Trustee Board.

- 2.2 The Committee's current members are:

Chris Pepper (Chair)	Henry Massey	Steve Taylor
Jonathan Bishop	Ken Dyson	Myles Gordon

- 2.3 The Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the **Chair**). The Committee will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.4 No person may act as Chair unless they are also a member of the Trustee Board.
- 2.5 The term of office for each member shall be reviewed annually, but shall, in exceptional circumstances, be not less than every two years.
- 2.6 The Headteacher shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.7 Any Trustee may attend meetings of the Committee as observer (an **Observer**).
- 2.8 The Committee may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues, this may include parents and members of academy staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.9 Applications from non-members to attend as observers will be considered on a case by case basis.

3. Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the matters set out in the Schedule.

4. **Proceedings of Committee meetings**

- 4.1 The Committee will meet regularly as required.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days' prior notice.
- 4.3 The quorum for the transaction of the business of the Committee will be three Committee members. No vote on any matter shall be taken at a meeting of the Committee unless three Committee members are present, and the majority of those Committee members must be Trustees of the Trust.
- 4.4 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.
- 4.8 Observers may speak with the permission of the Chair but may not vote.

5. **Authority**

- 5.1 The Committee is authorised by the Trustees to:
 - 5.1.1 carry on any activity authorised by these terms of reference; and
 - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to cooperate with any request.

6. **Reporting**

- 6.1 Within 14 days of each meeting the Committee will wherever possible:
 - 6.1.1 produce draft minutes of its meetings;
 - 6.1.2 provide a summary document identifying (i) decisions made, (ii) recommendations to the Trustee Board, (iii) items for the information of the Trustee Board and (iv) items for further discussion by the Trustee Board.

(together called the “**Committee Summary Reports**”).
- 6.2 The Committee Summary Reports can be agreed by Committee members by email.
- 6.3 The Committee Summary Reports will be sent to the Trustee Board within 21 days of each meeting.

- 6.4 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trustee Board from time to time.
- 6.5 The Committee shall conduct an annual review of its work and have terms of reference and shall report the outcome and make recommendations to the Trustee Board.

Schedule

Responsibilities of the Admissions Committee

- 1 To review the Academy's arrangements for the admission of pupils and, whenever appropriate, recommend changes to those arrangements to the Trustee Board.
- 2 To comply with relevant admissions legislation as appropriate, including any requirements as regards the publication of admissions information.
- 3 To undertake consultation in respect of the Academy's admission arrangements, as appropriate under relevant legislation, codes of practices and/or local arrangements as amended from time to time.
- 4 To consider and determine applications for admission to the Academy in accordance with the Academy's published admissions policy, save where the Headteacher has delegated responsibility to admit pupils in accordance with the Academy's agreed arrangements.
- 5 To ensure that any parent who has made an application for admission on behalf of a child is notified of the Committee's decision on the application. Where a child is refused admission to the school, to inform the parent of:
 - a. The right to appeal against the decision, and
 - b. The arrangements made by the Trustee Board in respect of appeals.
- 6 To maintain an accurate written report of all proceedings of the Committee.
- 7 To ensure that the Committee's activities are reported to the Trustee Board as required, ensuring that any significant recommendations and matters of concern are brought to the attention of the Trustee Board.
- 8 To consult or liaise with, as required and as appropriate, with other admissions authorities and the local authority on admissions issues.