



## **Admissions & Ethos Committee**

### **Terms of Reference**

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### Admissions and Ethos Committee

#### 1. Constitution

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

#### 2. Membership

- 2.1 The Committee shall have a minimum of three Committee members. The Committee members must be Trustees of the Trustee Board.
- 2.2 Details of who sits on the Admissions and Ethos Committee can be found on the Trustee Committee Structure chart located within the Trustees OneNote notebook.
- 2.3 The Chair (the **Chair**) of the Committee will be elected at the first Full Trustee Board meeting of the Academic year. The Committee will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.4 The Committee members will be elected at the first Full Trustee Board meeting of the Academic year.
- 2.5 The term of office for each Committee member shall be one year.
- 2.6 The Chair shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.7 Any Trustee of the full board may attend meetings of the Committee as an 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.

#### 3. Remit and responsibilities of the Committee

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

#### 4. Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities and this will typically be on a termly basis.

- 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.
- 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 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 person of the Trust and all persons 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 which includes (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.
  - 6.1.2 Any matters discussed during the meetings which are sensitive in nature and relate to groups of or specific Trust employees will be minuted as 'Part B' and kept confidential (by way of password protecting the relevant files). These will only be available to members of the Admissions and Ethos Committee or broader Full Trustee Board and will only be shared outside of these groups with permission of the Chairs of each.
- 6.2 Draft minutes will be approved at the subsequent Committee meeting.
- 6.3 The Committee shall arrange for the production and delivery of other reports or updates as requested by the Trustee Board from time to time.

## Schedule

### Responsibilities of the Admissions and Ethos Committee

- 1 To review the Trust's arrangements for the admission of pupils and, whenever appropriate, recommend changes to those arrangements to the Full Trust 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 Trust's admission arrangements, as appropriate under relevant legislation, Admissions Codes and/or local arrangements as amended from time to time.
- 4 To consider and determine applications for admission to the Academies in the Trust in accordance with the published admissions policies, save where the CEO/Executive Headteacher has delegated responsibility to admit pupils where vacancies exist.
- 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, the local authority's coordinated admissions schemes will, on behalf of the Trust, inform the parent of:
  - a. The right to appeal against the decision, and
  - b. The arrangements made by the Trust 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 Trust Board as required, ensuring that any significant recommendations and matters of concern are brought to the attention of the Trust Board.
- 8 To consult or liaise with, as required and as appropriate, with other admissions authorities and the local authority on admissions issues.