

Hevingham and Marsham Primary School Partnership

Sub-Committee's Constitution

1. Sub-committees shall consist of **at least** five full members of the governing board.
2. The membership of a committee may include associate members (non-governors), appointed by the governing board, provided that a majority of members are governors.
3. The governing board shall determine the membership and proceedings of any committee and review the establishment, terms of reference, constitution and membership of all committees annually.
4. The establishment of any committee with delegated authority shall be decided by a quorum of 50% of governor places filled on the whole governing board.
5. A minimum of 3 full governors must attend each sub-committee meeting in order to be Quorate, this must include the Headteacher or her representative.
6. The governing board shall decide whether associate members may vote in committee.
7. The Headteacher is entitled to attend any meeting of a committee.
8. Other members of the governing board may attend any meeting of any committee.
9. Each committee must have a Chair, appointed by the governing board or elected by the committee. The governing board may remove the chair of a committee from office at any time.
10. The chair of a committee has the casting (or second) vote.
11. Where there is a conflict between the interests of an individual member of the committee and the interests of the governing board, or where the principles of natural justice require a fair hearing and there is any reasonable doubt about the person's ability to act impartially, s/he should withdraw from the meeting and not vote.
12. The governing board may abolish a committee or withdraw its delegated powers.
13. Members of a committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if a committee chair decides the issue needs urgent attention.
14. The Committee Chair must sign minutes of all committee meetings, after approval at the next meeting of the committee. All governing board members are entitled to a copy of the minutes.
15. Occasionally the committee may discuss items that will initially be confidential to that group of governors (e.g. some staffing issues) and those minutes will be retained confidentially by the committee.
16. The committee must make available for inspection to anyone interested a copy of the agenda, signed minutes and any reports and papers. Information of a confidential nature does not have to be made available for inspection.
17. The committee will report decisions to the full governing board, or pass on recommendations for further consideration or approval.

This constitution was agreed by the Full Governing Board on 07/10/2020 and will be reviewed annually.

Next Review: 10/2021