

**Terms of Reference
Operations and Community Committee
2025-26**

1. Scope

The purpose of the Operations and Community Committee is to advise the Governing Body on the school's infrastructure, communications and efficient operation.

2. Membership

- i. The Operations and Community Committee shall consist of not less than 4 governors.
- ii. To maintain continuity and development of a measure of expertise, governors shall be expected to remain in membership of the committee for a period of at least two years or until their membership of the governing body terminates if that should occur before the expiry of the two-year period.
- iii. Representation of the Community Committee for the academic year 2025/26 shall be:

Chair	Mr Gavin Thomas	Appointed Governor
Vice- Chair	Mr Paul Meathrel	Parent Governor
	Mr Peter Mitchener	Appointed Governor
	Mr Pak Wai Hung	Appointed Governor
	Mrs Joanna Kurlbaum	Parent Governor
	Ms Clare Shields	Staff Governor
	Mrs Alison Williams	Parent Governor

Non voting school representatives	
Mrs Becky Atkin	Assistant Head
Mr Neil Baxter	Deputy Headteacher
Miss Liza McCarthy	Assistant Head
Mr Mark Constance	Associate Assistant Head
Miss Adrienne Niblett	Associate Assistant Head
Mrs Karen Adkins	Clerk

3. Quorum

- i. The quorum shall be 4 governors, which must include the Chair or an agreed Vice-Chair. In the absence of a properly constituted quorum for a planned meeting, the committee shall reconvene at the earliest available opportunity.

4. Meetings

- i. The Operations Community Committee shall meet not less than once per term; additional meetings may be called when required by circumstances.
- ii. A provisional schedule of regular meetings for the academic year shall be agreed at the first meeting of the Summer Term.
- iii. Extra-Ordinary meetings of the committee shall be convened by the Clerk of the Community Committee as required at no less than seven days notice.

5. Chairperson

- i. The Chair, who should be a governor, shall be elected annually at the first meeting of the Operations and Community Committee of the Autumn Term.
- ii. Ideally, a governor shall not hold the Chair for more than 3 consecutive years unless they are unopposed for election.

6. Standing Orders

- i. The Clerk to the Operations and Community Committee shall distribute the agenda for each meeting via GVO to all committee members at least seven days in advance of the meeting.
- ii. All meetings will be clerked, and all decisions, recommendations and actions arising from committee meetings shall be recorded in the minutes.
- iii. All minutes will be circulated to committee members on GVO before presentation to the full governing body.
- iv. Committee members shall verify the accuracy of the minutes in advance of the distribution of such minutes to the full governing body (any amendments to be notified to the Clerk to the Governors).
- v. Only governors who are properly constituted members of the Operations and Community Committee shall vote on issues within the assigned terms of reference.
- vi. Where there is equality in a vote, which cannot be resolved in committee, the Chair or Vice-Chair shall have a casting vote.
- vii. The Nolan Principles on standards in public life shall always apply in meetings.

7. Delegated Powers and Responsibilities

The Operations and Community Committee has delegated responsibilities and powers from the governing body to advise the governing body on:-

- Safeguarding
- School policies
- Exclusions
- Governor induction and training
- Monitoring and reviewing school publications, including the website
- Staffing, recruitment and personnel (including pay and performance)
- Aspects not covered by the above but related to the SDP and/or included under the community section in the Governors Handbook
- Mental health and well-being
- Health & Safety
- Complaints
- Stakeholder engagement

8. Review

These Terms of Reference shall be reviewed annually in the Autumn Term by the Operations and Community Committee and amendments to be approved by the Full Governing Body.