

TERMS OF REFERENCE

JUNIOR SCHOOL GOVERNORS' COMMITTEE

1. The Junior School Governors' Committee is a sub-committee of the Eltham College Governing Body and reports to that Board. The Committee meets once a term.

2. **Standing Instructions**

2.1 The Chair is elected by the Board amongst the elected and co-opted members of that Board. The Chair will automatically be deemed to have resigned if:

2.1.1 He/she ceases to be a member of the Board.

2.1.2. He/she resigns in writing to the Chairman of the Board.

2.2 Voting members of the Committee shall be nominated from amongst the elected and co-opted members of the Board and there will normally be between 3 and 6 serving on the Committee at any one time. A quorum shall be 3. The Head, Bursar and Master of the Junior School will be in attendance at meetings but do not have a vote.

2.3 The Secretary of the Committee shall be the Clerk to the Governors.

3. Standing items are:

3.1 Master of the Junior School's Report: curricular and extra-curricular review, staff responsibilities and appraisal.

3.2 Forward Planning and Marketing – pupil and staff recruitment.

3.3 Pupil transfer at 11+

3.4 Senior/Junior School liaison.

3.5 Health & Safety

3.6 Capital projects and expenditure.