



# Governing Body Admissions Committee Terms of Reference

Version 2.0

Review by Admissions Committee: September 2023  
Adopted by Governing Body: March 2024  
Review Cycle: Annually

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Reviewer: J. Ireton  
Governor Link: J. Ireton

# ADMISSIONS COMMITTEE TERMS OF REFERENCE

East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU

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## A. Membership

The Chair of Governors and at least four other Governors. The Chair of Governors is responsible for ensuring that there is a sufficient number of Governors serving on the Committee.

Governors **MUST NOT** take part in any proceedings which are concerned with:

- a) Determining admissions arrangements, where there is a possibility that their child may apply for a place at East Barnet School under those arrangements.
- b) Reviewing or deciding upon applications for places at East Barnet School, when their child is one of the applicants.

If a Governor has any doubt as to whether he/she may have a conflict of interest, the Governor **MUST** raise it with the Committee Chair as soon as practicably possible.

The teacher(s) with responsibility for admissions in to Year 7 and the Sixth Form are non-voting member(s) of this committee and will be invited to advise and give reports as required.

The Chair of Governors will be the Chair of the Admissions Committee. In the Chair's absence, the Committee will agree an acting Chair for the meeting.

The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee. Unless deemed confidential, minutes will be shared with all governors.

## B. Aims

1. To ensure that East Barnet School meets its legal obligations with regard to admissions arrangements.

2. To monitor and review the Admissions Policy, both in terms of its content and how it is applied on a practical basis.

**The Admissions Committee will work on behalf of the School Governing Body within these terms of reference:**

1. To report its decisions to the FGB as necessary
2. To review the Terms of Reference annually, with any recommendations sent to the next available Governing Body meeting for ratification
3. To review the East Barnet School Admissions Policy every year, with any recommendations sent to the next available Governing Body meeting for ratification
4. To ensure that the Admissions Criteria are put out to consultation within the timeframes required by law.
5. To meet every September of each academic year and on other occasions as required.
6. To monitor the application of the Admissions Policy and consider any recommendations from the Independent Admissions Appeals Panel.
7. To receive reports and notifications from members of school staff with responsibility for admissions and the Headteacher if necessary.
8. To undertake tasks delegated to this committee by the Governing Body or other committees;
9. To ensure, as far as is practical, that Safeguarding, Health & Safety, GDPR and Data Protection issues are appropriately monitored and appropriate actions taken as required.

The quorum for voting is 3 members.