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**Report to the Leeds Admission Forum**

**Date: 12 May 2009**

**Subject: ELECTION OF CHAIR AND VICE CHAIR OF THE VOLUNTARY  
AIDED SCHOOL ADMISSION POLICIES SUB COMMITTEE**

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**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

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**1.0 Purpose of this Report**

1.1 To explain the process for electing the Chair and Vice Chair to the Voluntary Aided School Admission Policies Sub Committee.

**2.0 Guidance**

2.1 The Sub Committee is established by the Forum pursuant to the School Standards And Framework Act 1998. The Forum is responsible for determining the sub-Committees membership and constitution, procedure for convening and holding meetings and promulgation of advice and recommendations.

2.2 The position of Chair and Vice Chair is due for election each year. Both the Chair and Vice Chair are eligible for re- election on ceasing to hold office.

2.3 The Chair and Vice Chair are elected by a majority vote of members of the Forum present

2.5 The responsibilities of the Chair include chairing meetings, overseeing the preparation of the record of the meeting and items for consideration by the Sub-Committee

**3. Process**

- 3.1 Nominations for Chair and Vice Chair should be given to the Clerk to the Sub-Committee in advance of the meeting to be held on 12 May 2009

A member who has nominated someone for either post will be invited to speak to that nomination. A seconder will be requested. The person nominated will have an opportunity to speak in relation to the nomination. A vote will then take place.

#### **4. Recommendation**

- 4.1 Members of the Forum are asked to note the contents of this report