

LEEDS ADMISSION FORUM

Sub Committee to consider the Fairness of Admission Policies

TERMS OF REFERENCE AND PROCEDURE

1 **Establishment of the Sub Committee**

The Admissions Forum (the Forum) is responsible for determining the sub committee's:-

- (a) membership and constitution
- (b) procedure for convening and holding meetings
- (c) promulgation of advice and recommendations

2 **Role of the Sub Committee**

- 2.1 To consider all school and academy admission policies to :-
- 2.2 collect and analyse the admission policies to ensure that they comply with the DfE School Admissions Code as amended from time to time by 1st March in each year
- 2.3 make recommendations upon the admission policies to the admission authorities in light of both their legality and the fairness in the context of Leeds as whole.
- 2.4 if necessary recommend to the Forum referral to the Schools Adjudicator of the governors of any school which does not comply with the School Admissions Code
- 2.5 obtain copies of the determined admission policies from the admission authorities by the end of April in each year
- 2.6 report back to the Admission Forum on any issues and or concerns arising bearing in mind the role of the Forum as set out in the Forum's Terms of Reference and Procedure.
- 2.7 To report back to the forum on any recommendations made.
- 2.8 The Forum on receipt of information from the sub committee shall consider and where in agreement and it is appropriate promulgate its advice and recommendations to all Admission Authorities, Maintained Schools and Academies within the area of the Local Authority ("the Authority"), and make available such advice and recommendations to any other persons with an interest.

3 Membership of the Sub Committee

3.1 The membership of the sub committee is five members. In addition the Chair of the Forum shall also be a member of the sub committee.

3.2 Persons appointed to be members of the sub committee shall, subject to the provisions set out below, hold and vacate office in accordance with the terms of their appointment to the Forum which shall not exceed four (4) years, subject to their remaining eligible. Members may be appointed to serve consecutive terms of office.

3.3 Members of the sub committee shall vacate their office when they cease to be a member of the Forum

3.4 Other Members

The members of the sub committee may recommend to the Forum the appointment to the sub committee as members other individuals, not being members of the Forum, who appear to represent the interests of any section of the local community and whose contribution is considered relevant to the work of the sub committee.

3.5 Tenure of Other Members

Other members shall hold and vacate office in accordance with the terms of their Appointment

Other members may resign their membership at any time by giving written notice to the Secretary of the Forum.

3.6 Alternate Members

Any Forum member of the sub committee may nominate an alternative member of the Forum to attend meetings of the sub committee in their absence by giving written notice to the Secretary of the Forum.

4 Declaration of Interests

4.1 Members of the sub committee shall declare an interest in any item for discussion in which they have a personal or prejudicial interest, for example proposals which directly affect the school in which they are a Governor or which their children attend, or in which they might have a pecuniary interest in the decision made. Where the interest is prejudicial they should withdraw from the discussion and take no part in the decision.

4.2 Where it is clear that a decision in which a member of the sub committee has such an interest is likely to arise at a particular meeting, the member concerned may wish to invite an alternative member to attend that meeting.

5 Indemnification

The Authority shall indemnify members of the sub committee and Forum against reasonable legal costs and expenses arising from decisions or recommendations made in good faith.

6 The Chair and Vice Chair

- 6.1 The Forum shall elect a Chair and Vice Chair of the sub committee prior to the first meeting of the sub committee and subsequently at the next meeting that falls after the date which is a year after the meeting at which the Chair and Vice Chair was elected.
- 6.2 The Chair and Vice Chair shall hold office until the next meeting which falls after the date which is a year after the meeting at which they were elected.
- 6.3 The Chair or Vice Chair shall cease to hold office if they resign their office by giving written notice given to the Secretary.
- 6.4 On ceasing to hold office the former Chair and Vice Chair shall be eligible for re-election.
- 6.5 In the event of a casual vacancy occurring in the office of Chair or Vice Chair the members shall at the next meeting elect one of their members to fill that vacancy and the member so elected shall hold office until the date of the meeting at which the Chair or Vice Chair would have held office had a vacancy not occurred.

7 Secretary to the Forum

The Secretary to the Forum will be available to attend sub committee meetings to advise as required. A Clerk from the Governance Services Section of the Authority will keep a record of each meeting of the sub committee and deal with the administration of sub committee business.

8 Venue and Times of Meetings

- 8.1 Sub committee meetings shall be closed to the public. The minutes and recommendations of the sub committee will however be passed to the Admissions Forum which is open to the public.
- 8.2 The sub – Committee will meet only during the period December to May in each year the first meeting to commence in December 2010.
- 8.3 The Secretary will convene a meeting of the sub committee, by giving a minimum of seven (7) working days notice of meetings.

- 8.4 The date of the meeting will be given to the Secretary by the sub committee at the previous meeting, or on the direction of the Chair, or in their absence, the Vice Chair.
- 8.5 The Agenda shall be set by the previous meeting of the sub committee, or if appropriate by the Secretary in consultation with the Chair, or in their absence, the Vice Chair.
- 8.6 The sub committee shall determine the frequency of meetings.
- 8.7 The sub committee may invite interested parties to a meeting of the sub committee if they consider it appropriate to do so having regard to the matters arising for discussion.

9 Quorum

The quorum for any meeting of the sub committee shall be three members.

10 Minutes of the Meeting

The minutes of the meeting, after approval by the Chair or Vice Chair, shall be sent to the Forum.

11 Voting Arrangements

11.1 Decisions will be taken by a majority vote of members present. In the event of an equal number of votes the Chair will have a casting vote. .

12 Public Statements

12.1 Public Statements on behalf of the sub committee may only be made by the Chair or Vice Chair with the approval of the sub committee and the Chair of the Forum.

12.2 Any such action taken by the Chair or Vice Chair shall be reported to the next meeting of the sub committee and the Forum.