

**Sports Committee**  
Terms of Reference and Standing Orders  
**2015 – 2016**

## **1. Membership**

The committee shall consist of not less than **four** governors and up to **three** external representatives of the City Council/County Council/Community. The above will be appointed, where possible, at the first meeting of the Full Governing Body in each academic year.

The Deputy Head and Vice Principal, Business, will act as Associate Members of the committee and will have voting rights. The Senior Development Officer should attend each meeting, but will not have voting rights.

## **2. Quorum**

A Quorum should be a minimum of three Governors, plus either the Vice Principal, Business or Deputy/Assistant Head.

## **3. Meetings**

Members of the committee are entitled to seven days notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention. Some decisions may be made virtually (by e-mail) at the behest of the Chair.

Other members of the governing body may attend meetings of the Sports committee and may contribute to discussions on matters under consideration. Only full members of the committee, as approved by the Governing body, shall however have the right to vote on any resolution placed before the committee.

## **4. Chairmanship**

The chairmanship of the Sports committee is to be decided by the governing body.

If the Chair is absent from a meeting, a **non-staff** governor may be elected to take the chair for the duration of that meeting.

## **5. Partnership with the Principal**

In carrying out its functions the committee will receive information and advice from the Principal and other staff and will actively seek opportunities for wider consultation where appropriate.

The Principal is entitled (but not obliged) to attend all committee meetings and has full voting rights (provided s/he is a governor).

## **6. Minutes**

All committee meetings must be minuted.

The minutes must be circulated with the agenda of the next full governing body meeting and to Resources Committee.

## **7. Terms of Reference**

The Committee has delegated powers to carry out the following specific tasks:

Monitoring (Termly) and reporting progress and making recommendations formally to the Resources Committee regarding:

- Sports Centre Development Plan progress;
- Progress against the centre's financial budgets, targets and information about Centre usage and membership.

Annual Evaluation:

- Annual Evaluation of progress in relation to the Sports Centre Development Plan;
- Budget;
- Usage and Memberships.

Strategic Development

- Contributing to the strategic development of the Centre by drawing up the Sports Centre Development Plan in collaboration with the Sports Centre Coordinator, College Principal and Vice Principal, Business.

In addition the Committee will:

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body;
- Contribute to governing body and school self review with particular reference to OfSTED Self Evaluation Forms - SEF (formally S3 AND S4);
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan and/or Post OfSTED Action Plan.

Approved by the Full Governing Body on ...