



AllSaints
CATHOLIC SCHOOL

Outside the Classroom Governors Subcommittee Terms of Reference Template

All Saints Catholic School Effective from: [Date]

Review date: Annually (Autumn Governors meeting)

1. Purpose

The 'Inside the Classroom subcommittee' is responsible for the strategic direction of the school, ensuring accountability, and monitoring of the financial management, HR/staffing, ICT, premises management Health and safety performance

2. Membership

- The board will consist of at least 4 governors,
- The headteacher is an ex-officio member.
- The deputy headteachers are not members of the committee but attend to present information to governors

3. Quorum

- A minimum of 2 governors plus the headteacher is required for a meeting to be quorate.

4. Meetings

- Meetings will be held at least three times a year and prior to a FGB meeting.
- The chair or clerk will give at least 7 days' notice of meetings.
- Additional meetings can be called by the chair if required.

5. Chair and Clerk

- The chair and vice-chair are elected annually by the board.
- The chair of the subcommittees where possible will not be the Chair or vice chair of the governing board
- The clerk is responsible for preparing agendas, circulating papers, and recording minutes.

6. Delegated Authority

- The board may delegate functions to committees or individuals, except those which must remain with the full governing board as per statutory guidance.
- All delegated decisions must be reported to the full board.

7. Reporting

- Minutes of all meetings will be circulated to all board members.
- Committee chairs will provide a summary report at each full board meeting.

8. Review

- These terms of reference will be reviewed annually by the governing board and updated as required.

9. Additional Procedures

- All members must declare conflicts of interest and abide by the board's code of conduct.
- Confidential matters will be minuted as such and handled in accordance with GDPR.