

## **EVALUATION COMMITTEE**

### **CONSTITUTION**

#### **ROLE**

1. The Evaluation Committee is responsible on behalf of the Governing Body for evaluating the performance of the Governing body and its committees.

#### **COMPOSITION**

2. The Committee consists of the Chair and Vice Chair of the Governing Body, the chairs of the committees (or vice chairs in their absence) and the Headteacher.

3. In addition, the Committee may from time to time co-opt persons with particular expertise. Any co-opted members are not eligible to vote.

4. A quorum is three Governors.

#### **CHAIR AND VICE CHAIR**

5. The Chair and Vice Chair of the Governing Body are the Chair and the Vice-Chair respectively of the Committee.

#### **MEETING FREQUENCY**

6. The Committee is normally to meet once each year.

#### **TERMS OF REFERENCE**

7. The Committee is to:

a. Consider the performance of the Governing Body over the previous year and whether the Governing Body business is conducted in accordance with the Law and make recommendations for improvements. In particular it is to consider:

(1) How effective the Governing Body is in carrying out its key roles and governance.

(2) If Governing Body business is at an appropriate level to fulfil governors' responsibilities with minimal impact on staff time and other school business.

(3) If the number and composition of committees is appropriate.

(4) If the Governing Body lacks any expertise or information and make appropriate recommendations.

(5) If executive actions are delegated to an appropriate level.

(6) Whether meetings are an appropriate length and at an appropriate frequency.

b. Review and amend the Risk Register, less the financial section which is reviewed by the Finance, Audit and Risk Committee, after inviting and considering comments from governors.

c. Make appropriate reports of actions and/or recommendations to the Governing Body.

d. Ensure that the minutes of meetings are kept and distributed as directed by the Governing Body.

8. **Voting Procedure.** Only governors may vote. A governor holding more than one of the appointments listed in Paragraph 2 is to have one vote only. In the event of a tie, the Chair has a casting vote.

9. **Chair's Action.** In consultation with the Headteacher, the Chair has the power to act in all matters relating to the Terms of Reference when urgent action is needed in the interests of the School. Any such action is to be reported at the next meeting to be considered for ratification.