

## **Outreach Committee: terms of reference**

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### **Purpose:**

To provide strategic oversight of the outreach work of the school

To receive reports from those leading and organising the outreach work of the school

To regularly review and evaluate the outreach work of the school

To provide advice and information to the governing body on matters relating to outreach

### **Membership and quorum:**

The membership of the Committee shall comprise:

- A member of the School's Governing Body (other than the Head Teacher), to act as Chair;
- The Head Teacher;
- At least two other members of the School's Governing Body or its committees, with at least one being a member of the Governing Body;
- Up to three co-opted members who are not members of the Governing Body.

The quorum will be three members of whom two must be members of the Governing Body. Where a matter is put to a vote, the majority of members present shall be members of the Governing Body.

The following non-members may be in attendance:

- The Assistant Head Teachers
- The Chair of the Governing Body (if not a member of the Committee)
- The Clerk of the Committee (to be appointed by the Chair).
- Other staff of the School as required

The Governing Body will appoint the Chair of the Outreach Committee.

In the absence of the chair, the Committee shall nominate one of its members to act as chair for the duration of the meeting

Members of the Committee other than those serving ex officio shall be appointed by the Governing Body to a term of four years (or such other period as the Governing Body shall determine), which may be renewed at the discretion of the Governing Body.

### **Meetings:**

The Committee shall meet at least twice every year; extra meetings may be called by the Chair as required.

**Agendas:**

Agendas and papers shall be circulated to all members of the Committee (and for reference purposes to non-members in attendance) one week before the meeting by the Clerk in consultation with the Chair of the Committee and the head teacher. Minutes and papers of the Committee shall be available to all members of the Governing Body.

**Minutes:**

Following approval by the Chair, draft minutes shall be circulated to the Committee by the Clerk within one week of the meeting, prior to inclusion in papers for the next full Governors' meeting.

**Reporting and review:**

Decisions by the Committee shall be reported to the next meeting of the School's Governing Body through the Committee's draft minutes.

The Governing Body is responsible for approving the Committee's terms of reference and shall review them annually.

**Responsibilities:**

To achieve the purposes of the committee, in particular to

1. Receive and discuss reports from the lead outreach teacher.
2. Regularly evaluate the outreach work of the school, considering its quality and effectiveness as well as the volume of outreach teaching delivered.
3. Regularly evaluate resource available, and where necessary make a case for adjustment.
4. Ensure that KCLMS and KCL work effectively in partnership on outreach projects
5. Consider future development.
6. Write an annual review of outreach work for the governing body, covering items above as well as recognition of contribution made by staff and recommendation of future strategy.
7. Ensure that the School's policies for Health and Safety, Safeguarding and Data Protection are adhered to in all outreach work.

*Approved by the Board of Governors at its meeting of 10 December 2019*