RINGWOOD SCHOOL GOVERNING BODY

Development Committee Terms of Reference 2025/26

Purpose of Committee:

- To consider, on behalf of the Governing Body, matters relating to Membership and governance arrangements.
- To strategically plan how the governing body is going to monitor the work of the school.

The terms of the "Ringwood School Governing Body – Governance Arrangements" document applies to all constituted committees of the Governing Body.

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1. Membership

1.1 Membership of the Committee shall comprise all Governors.

1.2 The Committee may co-opt members who are not members of the governing body to assist the Committee to conduct its business and may invite other governors to attend particular meetings as required e.g. to ensure quoracy.

1.3 The Chair of Governors will chair this committee.

1.4 The Quorum for meetings will be three.

1.5 The Clerk to the Governing Body shall be Clerk to the Committee.

2. Attendance at Meetings

The Committee may invite members of staff or other persons to speak at meetings but they will not be able to vote.

3. Frequency of Meetings

The Committee will meet at least annually in accordance with the meeting schedule approved by the Board, but may schedule additional meetings as the Board or the Committee consider necessary.

4. Reporting Procedures

The minutes of all meetings of Governing Body Committees will be included in the papers for the next appropriate meeting of the Governing Body and will be reported upon at that meeting. The minutes of Full Governing Body and Committee meetings will be available for viewing when they have been approved by the Governing Body/Committee and signed by the Chair.

5. Conduct at Meetings

5.1 Members will act in accordance with the Governors Code of Conduct and meetings will be administered in accordance with these terms of reference.

5.2 Members will be asked to declare any conflict of interest at the start of each meeting and this will be recorded in the minutes.

6. Terms of Reference

The Governance Committee shall consider:

6.1 Matters relating to membership and appointments to the Board, including considering nominations and recommending the appointment of members, to the Governing Body.

6.2 Considering nominations and recommending the appointment of members to the Governing Body of any School subsidiaries, and associated companies.

6.3 The arrangements for ensuring effective governance and making recommendations to the Governing Body.

6.4 Reviewing annually the Skills Audit, Terms of Office, eligibility and attendance of members of the Governing Body.

6.5 Consideration of and advice on such other matters as requested by the Board.

Date last reviewed: 15 September 2025