



*"Together, with God's help, we learn for life, achieve our best and grow in faith"*

## **ABBOTS RIPTON CHURCH OF ENGLAND PRIMARY SCHOOL**

### **Terms of reference: - Data, Evaluation and Monitoring Committee 2024/2025**

#### **1. MEMBERSHIP**

The Committee shall consist of not less than two non-staff Governors plus the Head Teacher (or a deputy) and a Staff Governor. The Committee will include such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments which include such staff as the Head Teacher may determine in consultation with their colleagues.

#### **2. MEETINGS**

The Committee shall meet termly or more frequently if necessary and invite other people to attend in order to advise or comment. Other members of the Governing Body may attend meetings of the Committee as non-voting members

#### **3. QUORUM**

This will consist of three members of the Committee, one of which must be the Chair of the DEM committee and the Head Teacher (or a deputy).

#### **4. CHAIRMANSHIP**

The Chair of the Committee shall be elected annually by the FGB at the first meeting of the academic year.

#### **5. STANDING ORDERS**

- a) The agenda for the meeting shall be distributed to all Committee members at least seven days before the meeting.
- b) All meetings to be minuted and circulated to all Governing Body members.
- c) Where there is an equality of votes, the Chair shall have a second casting vote.

#### **6. ROLES AND RESPONSIBILITIES**

See Delegated Responsibilities.

#### **7. GOVERNOR VISITS**

Governor visits will be undertaken and their focus to be agreed by the Head Teacher in line with the school development priorities. The number of Visits will be determined according to the Governor Visits Policy and agreed by the DEM Committee.

#### **8. DECLARATION OF INTEREST**

Before discussing or voting on a subject, a member of the Committee must declare any personal or pecuniary interest and if applicable withdraw. Members of the Committee who also teach at the school need not withdraw from meetings when their interest in the matter being discussed is no greater than the interest of the generality of the teachers in the school.