

The Cardinal Wiseman Catholic School

**CATHOLIC LIFE COMMITTEE**

**Terms of Reference**

**2022 / 2023**

**Membership**

1. The Committee shall consist of not less than three members nominated by agreement at the Governing Body meeting in the Autumn Term.
2. Members of the Governing Body not directly in membership with the committee may be invited to attend and take full part in the meetings.
3. The Chair/Vice Chair of the Governing Body may attend meetings and have equal voting rights with committee members.
4. Quorum to elect Chair to the committee shall be three members of the committee.
5. Quorum to conduct normal business on behalf of the Governing Body shall be three members of the committee including the Headteacher.

**Meetings**

1. The committee must meet once every term.
2. Agenda and relevant papers should be sent to members 7 days before the scheduled meeting.
3. Meeting notes must be taken.

**Alternative Arrangements for Governor Participation at Meetings**

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings by prior arrangement with the Clerk.
2. The school will notify the governor via electronic communication to enable the governor to participate fully at that meeting, including voting on issues.
3. The school will make arrangements for meetings to take place using MS Teams to enable all governors to participate in full.
4. When not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
5. If the meeting is to be recorded all this will be agreed prior to the meeting.

**Roles and Responsibilities**

1. To elect Chair to the committee at a meeting held in the Autumn Term.
2. To nominate a clerk to keep a record of the meeting.
3. To inform the Governing Body on the delivery of the RE curriculum and the Catholic life of the school.
4. To advise the Governing Body of the preparations relating to a Diocesan Inspection.

5. To discuss matters relating to Religious Education and the Catholic Life of the school.
6. To contribute to the School Growth Plan.
7. To review the budget for Religious Education and the Catholic Life of the school.

### **Reporting to the Governing Body**

1. The committee meeting notes are to be made available to the full Governing Body.
2. Report all matters that are legal requirements and must be taken to the full Governing Body.
3. Confidential notes taken at the meeting are to be recorded under Part 'B' and will be made available to the full Governing Body with the exclusion of the Staff Governor.
4. Report from the above what might be necessary/polite/of interest to the full Governing Body.

### **Members Interests**

Any member of the Catholic Life committee who has direct or indirect pecuniary interest in any matter, which is the subject of consideration at the meeting, shall disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

### **Review**

1. The terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.
2. These terms of reference will be approved by the full Governing Body at their meeting to be held on 24<sup>th</sup> March 2022.

*Date for Review by the Catholic Life Committee: 10<sup>th</sup> November 2022*

*Date of next review: Autumn Term 2023*

Approved: \_\_\_\_\_

Chair of Catholic Life Committee