**The Federation of Hirst Wood Nursery School and Saltaire Primary School**

**Federation Committee 2019 – 2020**

**Terms of Reference**

The governing bodies of each of the above schools resolve to form a joint committee to:

* Consider the development of collaborative activities between schools
* Explore issues of common concern
* Have strategic oversight of collaborative activities.

**The Functions of the Federation Committee**

* To work in partnership to ensure the best possible experiences and outcomes for all our children, families and community.
* To share and develop knowledge and expertise for the benefit of all our children.
* To respect each school's unique identity.
* To work together to be more than the sum of our parts.

**Meetings**

* The committee will meet at least once a term or as required.
* The committee will receive documents from the Headteachers to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation.
* The committee will make recommendations to each Governing Body and make decisions where delegated authority exists.
* The clerk will give every member of the Governing Body written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days’ clear notice before the date of the committee meeting.
* Urgent decisions that affect the Federation may be taken jointly by the Chair of Governors of each school.

**Federation Committee**

* The Federation Committee will comprise four members from each school’s Governing Body including the Headteachers and the Chair of Governors of each school or their governor representative.
* The Federation Committee will annually elect one of its members as Chair and will meet at least three times a year. The quorum of members will be four with at least one staff member and one non staff governor from each school.

**Appointment of Chair and Clerk**

* The appointment of a Chair shall be determined by the Federation committee and reviewed  
  annually. The Committee will appoint a clerk.

**Minutes**

* A written record of the meetings of the Federation committee will be taken by the Clerk and  
  approved at each meeting.