

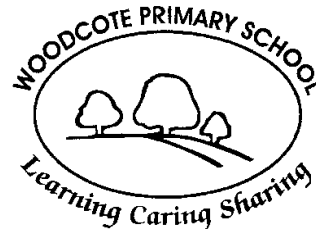
# Woodcote Primary School

Reading Road, Woodcote RG8 0QY

Tel: 01491 680454

Email: [office.2510@woodcote.oxon.sch.uk](mailto:office.2510@woodcote.oxon.sch.uk)

[www.woodcote-primary.co.uk](http://www.woodcote-primary.co.uk)



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## **TERMS OF REFERENCE – COMMUNICATION COMMITTEE**

### **1. Membership**

The membership consists of a minimum of 2 governors and the Headteacher.

### **2. Quorum**

The quorum must be at least 2 governors plus the Headteacher.

### **3 Meetings**

Meetings to be held at least once a term or otherwise as required and must be minuted.

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

### **4 Chairmanship**

If the chair is absent from a meeting, a governor may be elected to deputise for the chair for the duration of that meeting.

### **5. General Terms**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to, monitor and evaluate appropriate sections of the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report to the full governing body on matters relating to the work of the committee.
- Ensure the Terms of Reference are reviewed annually.

### **6 Special Terms**

The committee has delegated powers to carry out the following specific tasks:

- Support the school in developing a plan to promote positive communications about the school to all relevant stakeholders and interested parties through a range of media evaluating the effectiveness of this communication at each meeting.
- Support the school in continuing to build constructive links with the wider community including local schools (nurseries, pre-schools and secondary schools), voluntary groups, elected representatives (local and national), businesses and other relevant parties.

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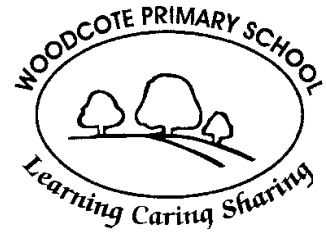
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- Ensure an annual review is carried out of the school website, confirming that the Headteacher and teaching staff are comfortable that the site is up to date and the information contained in it is correct and appropriate (ensuring all statutory requirements are included).
- Support the Headteacher in developing any policies which relate to communications, these can include Social Media policy, Acceptable Use policy or a Code of Conduct for Parents/Carers/Visitors.

Signed: \_\_\_\_\_

Chair of Communication Committee

Date: \_\_\_\_\_