



LOCATION: SCHOOL HANDBOOK, SECTION I, DOCUMENT 46

## **GOVERNING BODY**

### **ASSOCIATE MEMBERS: TERMS OF REFERENCE**

**Date policy first adopted:** December 2019

**Date reviewed:** November 2024

**Reviewed By:** Vicky Aspin

**Date ratified by Governing Body:** n/a

**Date of next review:** Autumn 2026

1. Abbey Court School Governing Body will appoint Associate Members when they have a need for additional skills or expertise. Any person wishing to become an Associate Member will identify their skills and experience to the Governing Body for their consideration at a full Governing Body Meeting.
2. The Governing Body will appoint an Associate Member by a majority vote when a term of office will be set for a minimum of one and not exceeding 4 years. (The length of the term of office will be dependent on the nature of the area/project the Associate Member is being appointed to assist with).
3. At the time of appointment it will be decided whether the Associate Member will attend some or all Governing Body meetings. (The Associate Member may, however, not vote). In all cases, the Associate Member may be excluded from discussions about individual staff or pupils.
4. At the time of the appointment it will also be decided which committee meetings the Associate Member will be included in and whether he/she will be authorised to vote at these meetings.
5. The Chair of Governors will decide whether, in exceptional circumstances (such as a panel not being able to be convened) an Associate Member may be asked to sit on a panel relating to staff discipline, grievance or recruitment.
6. Associate Members will be required to sign the Governing Body Code of Conduct and to conduct themselves in an appropriate manner.
7. Associate Members are not Governors but are part of the Governance arrangements of the school and, therefore, publication requirements such as terms of office, business record and attendance record apply to them.
8. Associate Members can be removed by majority vote by the Governing Body at any time.
9. Associate Members will be entitled to claim travel expenses.