



The Bellbird Primary School

'Soaring to Success'

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The Bellbird School Governing Body



Terms of Reference (Critical Incident Committee)

Approved by:	Bellbird Governors	Date: 9 th September 2026
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. SCOPE

The Governing body shall determine and review annually at its first meeting of the school year the Terms of Reference and membership of the Committee.

2. MEMBERSHIP

2.1 The Committee shall consist of a **minimum** of 4, comprising a minimum of 3 Governors and the Headteacher (or his/her representative).

2.2 The Committee may appoint such co-opted, non-voting as agreed by the Governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the Committee.

2.3 Associate members may be members of the Committee, but the majority of committee members shall be Governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the governing body. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline.

2.4 Other members of the governing body, and individuals invited to attend for a specific contribution / sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.

2.5 Only full members of the Committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the Committee.

3. QUORUM

3.1 The quorum of the Committee shall be at least 3 members of the Committee and include the Headteacher and two Governors.

4. MEETINGS

4.1 The Committee shall meet annually, or more frequently as may be required according to events, local or national.

4.2 Frequency and dates for Committee meetings will be considered before the beginning of each school year as part of the annual cycle of full governing body and committee meetings, to ensure that a schedule exists for the academic year.

4.3 Members of the Committee are entitled to seven days notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) needs urgent attention.

5. CLERKING

5.1 The Governing body may appoint a Clerk to the Committee. This must not be the Headteacher, but Committee members may act as Clerk in the absence of a formally appointed Clerk.

5.2 The appointed Clerk to the Committee has a right to attend meetings of the Committee.

6. CHAIRMANSHIP

6.1 The Chair of the Committee shall be elected annually by the Committee, at the first Committee meeting of the year and must be a Governor but not the Headteacher.

6.2 If the Chair is absent from a meeting, an alternative may be elected to take the Chair for the duration of that meeting.

7. STANDING ORDERS

7.1 All Committee meetings must have a written agenda, and be recorded in a minutes format. Such minutes must be signed off by the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of the Committee.

7.2 Members of the Committee are entitled to receive an agenda, copies of minutes of the previous Committee meeting, and any papers to be considered.

7.3 Where possible, these will be distributed at least seven days before a Committee meeting.

7.4 A summary of decisions taken and points for action will be noted in the minutes as a record of the proceedings of the meeting.

7.5 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing body.

7.6 A report of proceedings of meetings (or alternatively minutes) of the Committee shall be emailed or otherwise circulated with the papers to the next meeting of the full Governing body.

8. TERMS OF REFERENCE

The Committee will have delegated powers from the governing body to:

8.1 Advise the Governing body on its Statutory obligations.

8.2 Implement and Review the Critical Incident Policy

8.3 Discuss, plan and approve responses to critical incidents at a school, local, national or international level.

9. DECLARATION OF INTERESTS

9.1 Where there is a conflict between the interests of any Governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting.

9.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other Governors present at the meeting will decide on the matter.