

1 Admissions Panel

Policy framework - The Education (Admission Forums) (Wales) Regulations 2003.

a) Membership (Core Members)

- i) One representative nominated by The Church in Wales Diocesan Authority;
- ii) One representative nominated by the Roman Catholic Diocesan Authority;
- iii) One head teacher from each school group (i.e. primary, secondary and voluntary aided schools);
- iv) The two elected Parent Governor Representatives (one primary, one secondary);
- v) Two representatives of the Swansea Association of Governing Bodies (one of whom should be a Welsh speaker);
- vi) One representative of the Swansea Bay Racial Equality Council.
- vii) In addition, the core Members may invite other interested parties to a meeting of the Panel if they consider it appropriate to do so having regard to the issue under discussion.
- viii) Five elected Members;

b) Tenure of Meetings

A maximum of four years subject to re-election.

c) Frequency of Meetings of the Panel

The Panel must meet at least twice a year.

d) The Role of the Panel is to:

- i) Consider how well existing and proposed admission arrangements serve the interests of children and parents within the area of the authority;
- ii) Promote agreement on admission issues;
- iii) Consider the comprehensiveness and accessibility of the admission literature and information for parents;
- iv) Consider the effectiveness of any proposed co-ordinated admission arrangements;
- v) Consider the means by which admissions processes might be improved and how actual admissions relate to the admission numbers published;

- vi) Monitor the admission of children who arrive in the authority's area outside a normal admission round with a view to promoting arrangements for the fair distribution of such children among local schools, taking into account parental preference;
- vii) Promote effective admission arrangements for children with special educational needs, looked after children and children who have been excluded from school;
- viii) Consider any other admission issues arising.

e) **Responsibilities**

The Panel must circulate their advice and recommendations to all admission authorities and maintained schools in the authority and to any other interested parties.

2 **Standards Committee Vacancy Panel**

- a) To shortlist (if necessary) applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.
- b) To interview applicants seeking to be appointed as the Independent Co-opted Members to Standards Committee.
- c) To make recommendation(s) for appointment if appropriate to Council

Note:

- i) Shall consist of 5 Members, one of which must be a Lay Member and one of which must be a Community/Town Councillors serving within the boundaries of the City & County of Swansea;
- ii) Shall be chaired by a Lay Member appointed by the Monitoring Officer.

3 **Trustees Panel**

The Authority currently has involvement in a number of Trusts. The Trustees Panel has been established to determine matters arising from the different Trusts, which often include applications for grants and decisions relating to the operation of the particular Trust.

- a) Depending on the terms within the individual Trust Deed, Local Authority Members may be required to act as trustees or alternatively, the Local Authority itself may be the trustee and members may act as representatives of the local authority trustee.

- b) Each item referred to the Trustee Panel will state in an individual report the capacity in which members are required to act.
- c) The role of trustee can be distinguished from the role of representative of the Local Authority trustee.