



## Trumps Green Infant School

### Public Relations Committee - Terms of Reference

*Trumps Green Infant School is committed to safeguarding, child protection and promoting the welfare of children and young people. We expect all members of the school community including staff, parents, carers, volunteers and governors to demonstrably share this commitment.*

#### **Membership**

Membership of the Public Relations Committee shall be no fewer than three Governors including the Head teacher. The committee can co-opt non-voting members as appointed by the Governing Body and can make recommendations for these appointments.

#### **Quorum**

A minimum of three of the membership must be present for the meeting to be quorate.

#### **Meetings**

The Public Relations Committee shall meet once per annum formally, plus as and when necessary.

#### **Terms of Reference**

The Committee has delegated responsibility for:

- All Public Relations related matters affecting the school including;
  - Press releases
  - School Website including prospectus information
  - Connections magazine
- Liaise with the full Governing Body re Admissions Policy.
- Monitor Friends of Trumps Green events and other school events.

#### **Review Period**

The Terms of Reference are to be reviewed annually at the annual meeting and any amendments required are to be agreed by the Governing Body by the end of the academic year.

Policy Status	
Agreed by Governors	September 2020
Next Review Date	September 2021