



Policy Committee Terms of Reference

Composition

Two named members of the Governing Body. Other Governors may attend meetings of the committee as non-voting members if they wish.

Quorum

Two (unless otherwise agreed), at least one of which is not a school employee.

Clerking

The Governing Body must appoint a Clerk to the Committee. The clerk must not be the Headteacher

Terms of Reference:

1. Ensure the school has a sound set of policies in place and that they are being properly applied and updated as necessary. This includes:
 - Assessing which policies can be reviewed by the Policy Committee, and which should be immediately directed to an alternative governance committee where the specialism of that committee is required
 - Reviewing / amending policies as necessary
 - Ensuring the structure and layout of the policies are consistent, clear and concise
 - Determining which governance committee has the responsibility for endorsing the policies, and ensuring that these are directed to the relevant committee for endorsement following review by the Policy Committee

Meetings

Committee meetings will be held on an as required basis but at least once a term.

A clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within agreed timescales.

The committee will liaise with such other committees and invite members of the other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Board.

Authority

The Committee is authorised by the Governing Board:

- To investigate any activity within its terms of reference.
- To seek any information from any employee, with all employees directed to cooperate with any request made by the Committee.
- To obtain any outside legal or independent professional advice where it deems it necessary.