

# Terms of Reference

## Policy Committee

### Composition

A minimum of three members of the Governing Body.

The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are Governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

### Quorum

The quorum for the meeting of the committee shall not be less than half of the members.

### Terms of Reference

1. To ensure that all statutory school policies are available, published and regularly updated in accordance with legal requirements.
2. To agree, in conjunction with the leadership team, which additional, non-statutory school policies are required and to ensure authors and timescales for completion are allocated.
3. To determine revision/review periods for all policies and to monitor implementation of the review process.
4. To check, ratify and publish all new and updated policies on behalf of the Governing Body (unless further referral to another Governors' sub-committee is considered necessary based on legal requirements, degree of amendment etc.)
5. To monitor effective implementation of policies.
6. To maintain a list of current and planned policies with their last review dates.
7. To prompt policy review by the nominated author as the review date is approached.
8. To maintain the master electronic copies and master ratified/signed hard copies of current policies.
9. To ensure superseded copies of policies are identified as such and removed from circulation when revised copies are published.

### Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i. Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii. Functions relating to the approval of the first formal budget plan of the financial year;
- iii. Functions relating to school discipline policies;
- iv. Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v. Functions relating to admissions.



**Appointment of Chair and Clerk**

The appointment of the non-employee Chair/Clerk of the committee shall be determined by the full Governing Body and should be reviewed at the first meeting of the school year.

**Minutes**

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

**Convening Meetings**

A meeting shall be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.

