



Terms of Reference – Policy Review Working Party

Name	Policy Review Working Party
Membership	The committee shall include the Head of Each School, one non staff governor and other governors as agreed by the Full Governing Body.
Meetings	The working party will usually meet termly and otherwise as required. In the event of not being able to meet it is permissible to circulate policies for review and agreement electronically by the working party members.
Delegated powers and purpose of Working Party	<ol style="list-style-type: none">1. To undertake a cycle of review and approval for all school policies. Ensuring those requiring approval by the Full Governing Body are sent to FGB Meetings for ratification within the required timescales. Those requiring committee approval are sent to the relevant committee as agreed by the FGB.2. To maintain a policy review planner.3. To ensure the policies are reviewed and approved as per the latest guidance from the Department for Education.4. To create Federation Policies where it is deemed appropriate.5. To report to the FGB on the policy reviews undertaken.6. To arrange that statutory policies are posted to the school web sites and made available to all staff and governors.

Approved at FGB Date: 12/9/16

Next Annual review: Autumn term 2017