



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. Notes should be taken of proceedings and changes tracked so governors can easily see what has been changed. 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 may be 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. 7. To evaluate the effectiveness and impact of policies where possible.
Approved at FGB	<p>10/09/2018</p> <p>Documents which have been reviewed and discussed at FGB and require amendments may be approved by email after the meeting. On occasion, it may be necessary for governors to review and approve a document which covers a non-statutory responsibility by email between meeting. In this case, the comments will be recorded at the next FGB when the approval can be ratified</p>
Date of Next Review	September 2019