

Farfield Primary Governing Body

Policy Committee Terms of Reference 2017/18

Overall Roles of Committee

- To review and ratify policies in line with the agreed timetable
- To assist the Governing Body in ensuring that the school provides the highest quality provision, in order to support the development of all pupils in the school.

Terms of Reference

- To fulfil responsibilities for producing and reviewing all statutory policies.
- To produce all other policies relevant to the school.
- To report back to the Governing Body
- To ensure that all policies are ratified in line with the agreed timetable

Reporting

- All agreed actions and decisions will be reported at the next FGB meeting
- A copy of the minutes of the meeting will be available to the clerk and Governing Body members.
- It is the Headteacher's responsibility to report amendments to staff

Membership

- The Headteacher and any other school based governors may be members but are required to declare an interest in any matter that affects them more than the generality of staff. Having declared an interest, the governor is required to leave the room and take no further part in the discussion of that item.
- The committee will have the right to involve named governors and members of staff as and when agreed.
- The quorum for the meetings will be 3 members of the committee (with a majority of non school based staff)

Review

The terms of reference will be reviewed by the Governing Body at the first meeting of the academic year.