



St Nicholas Church of England
Voluntary Aided Primary School

Child Okeford

...to be the best we can be...

Full Governing Body

POLICY COMMITTEE

TERMS OF REFERENCE

Composition

1. The Policy Committee shall comprise not less than four Governors, one of whom shall be the Headteacher. The Policy Committee may co-opt other Governors for specific purposes if it so chooses.
2. The composition of the Policy Committee shall be reviewed at the first meeting of the Governors in the autumn term.

Responsibilities

The Policy Committee shall:

3. Be responsible for the regular review of all statutory and non-statutory policies (except those policies that are required to be reviewed by the Governing Body or are kept for review by the Governing Body).
4. Be responsible for approving all new policies (except those to be approved by the Governing Body).
5. Undertake reviews of policies reserved to be approved by the Governing Body at the request of the Governing Body, prior to approval by the Governing Body.
6. Keep an overview of all policies – undertake rationalisation and make recommendations - and report to the Governing Body each term on its activities.

Meetings

7. The Policy Committee shall meet as often as necessary, not less than once a term.
8. Three Governors (including the Headteacher) shall constitute a quorum for the purpose of proceeding with a meeting.
9. Formal minutes shall be taken and lodged with the Clerk to the Governors.
10. The minutes shall be circulated to the Governors and their discussion of the same shall be an agenda item at the next meeting of the Governors.

Last reviewed and agreed: 13 September 2018