

## The Policy Group

### **Membership:**

The group shall consist of no fewer than five governor members plus the Headteacher.

### **Quorum:**

The quorum shall be three members. The committee shall not meet without the Chair, or agreed deputy and the Headteacher being present or a substitute nominated by the Headteacher.

### **Meetings:**

The Group shall meet at twice per each academic year to meet the requirements of the Full Governing Board. The Group may need additional meetings during the year. Before each meeting, an agenda shall be prepared by the Governing Board Clerk in discussion with the Chair and Headteacher.

### **Terms of Reference:**

#### **General**

To provide advice, scrutiny and guidance and assistance to the Headteacher and the Full Governing Board in all matters relating to the authoring and approval of the academy's policies and procedures.

#### **Terms of Reference**

1. To identify and agree the statutory policies required by the Academy in order to ensure legal compliance.
2. To identify any additional policies needed to provide the academy and its stakeholders a framework of effective operation of business.
3. To support the process of authoring of all policies agreed to be necessary through the contribution of advice, expertise and scrutiny.
4. To formally approve all policies needed for ratification by the Full Governing Board.
5. To review and agree the dates of policy re-approval.
6. To ensure that the review and re-approval of all policies takes place within the statutory or agreed time of re-approval.
7. To ensure that all policies are appropriately made available to stakeholders including those that are required to be displayed on the academy's website.

Terms of reference agreed by the Policy Group on:

Date: \_\_\_\_\_

Signed (Chair): \_\_\_\_\_

