



## **THE KITE PRIMARY FEDERATION**

### **POLICIES COMMITTEE**

### **TERMS OF REFERENCE**

1. **Name of the Committee:**

The name of this committee shall be “The Policies Committee”.

2. **Composition of the Committee:**

The composition of the committee is:

- Five Governors plus the Executive Head Teacher (EHT).

3. **Quorum:**

The quorum of the committee is:

- Two Governors plus the EHT.

4. **Election of Chair:**

The Chair of the Committee shall be elected by the committee on an annual basis.

5. **Meetings:**

The committee will meet once a term (three times a year) as a minimum.

6. **Appointment of the Clerk:**

The Clerk to the Governing Board will clerk the meeting.

**7. Review:**

The terms of reference will be reviewed annually by the committee at the first meeting of the academic year, and recommendations made to Governing Board for approval.

**The Terms of Reference:**

The main function of the committee is to identify and advise the Governing Board on all matters concerning Federation's policies, procedures and guidelines hereafter referred to as "Federation policies", including:

- i. Advising the Governing Board on their statutory obligations in regard to Federation policies.
- ii. Advising the Governing Board on which non-statutory policies to adopt.
- iii. Advising the Governing Board on which policies may come within the remit of this committee and which will need to remain the responsibility of the separate Full Governing Board.
- iv. All Statutory Policies to be approved by the FGB. All non-statutory policies to be approved under delegated powers to this committee
- v. Ensuring that the Clerk has in place an up-to-date list of policies for both schools as well as policy review cycle in order that school policies are reviewed on a regular basis, and in-line with statutory requirements where applicable.
- vi. Ensuring the Clerk has in place up-to-date electronic copies on Teams and hard copies for the school offices and Governors.
- vii. Reviewing those school policies for which the committee has no delegated responsibility and making recommendations to the Governing Board on revisions in line with the review cycle and any new legislation or guidance:
- viii. Reviewing and revising those school policies for which this committee does have delegated responsibility.

The Clerk will be responsible for ensuring the minutes, reports and agenda for each meeting are circulated at least one week before each committee meeting, and that policies and reports to the Governing Board will be sent one week before the main Governing Board meetings.

Approved by Full Governing Board	Chair of Governing Board
Date :	Signature:
Next Review due	Autumn Term 2024