



*"We learn together, we play together, we pray together,  
we grow together in the love of God"*

## Policies Group

<b>Version:</b>	<b>1.0</b>
<b>Published:</b>	<b>15 January 2018</b>
<b>Owner:</b>	<b>Policies Group</b>
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These are the Terms of Reference for the Policies Group of St Theresa's Catholic Primary School. It is controlled by the Policy Group and approved by the Full Governing Board.

**Status:**           **Approved**

### **Purpose of the Policies Group**

The purpose of the Policies Group is to review and endorse school policies prepared by the Senior Leadership Team. The group will then forward these for ratification at either the Full Governing Board, or Committees of the Board with delegated responsibility for ratification of allocated policies.

### **Policies Group Membership**

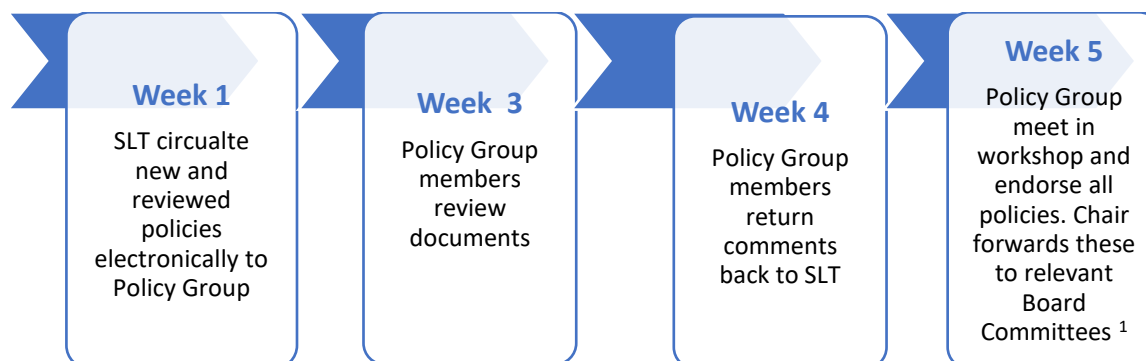
- The group shall consist of at least one Governor from each of the committees including the Head Teacher or member of the Senior Leadership Team with responsibility for the curriculum, and Chair of Governors.
- The group will elect a non-employee as Chair.
- The group will elect a Clerk.

### **Quorum**

- The quorum shall be 4 members, including the Head Teacher.

### **Meeting Structure**

The members will conduct group business in the first instance electronically. Culminating in a workshop style one day meeting in June, to endorse policies requiring ratification by the Full Governing Board and Board Committees in the new term. See chart below:



<sup>1</sup>Policies requiring Full Governing Board (FGB) ratification will be forwarded from the committees to the FGB.



### Terms of Reference

The Group will review its Terms of Reference annually in June.

- To review and amend existing policies in line with the policy review cycle, in preparation for ratification.
- To consider and develop new policies in the light of changing legislation and advances in best practice.
- Where statutory requirements or practice changes outside the annual review process, the Policy Group will meet on an ad-hoc basis to review, amend existing policies or develop new policies. This will be communicated to relevant committees whereby the ratification process can be completed electronically.

### Policies

The committees shall be responsible for the following policies: See attached chart.

**These Terms of Reference agreed by the Full Governing Board 12 June 2018**

Name of Governor / Associate Member	G / A
Linda O'Melia	G
Margaret Cronin	G
Gerry Costello	G
Sheena Varnava	G
	G
	G

**Chair of the Policies Group Margaret Cronin**

**Clerk to the Policies Group Gerry Costello**

**Quorum Four**

### Document History

Version	Date	Comments
0.1	15 01 2018	Initial Draft Version for Policies Group

### Document Control

<b>Approved:</b>	<b>Day/Month/Year</b>
<b>Signed by:</b>	
	_____ Margaret Cronin Chair. On behalf of the Full Governing Board
<b>Next Scheduled Review Date</b>	June 2019