



## Imberhorne School Governing Body's Policy Review Process

As a Governing Body, we review policies as follows:

- The Head Teacher keeps a list of policies that need reviewing (statutorily some have to be done annually, some only every 2 or 3 years). This list is shared with Governors each year.
- We aim to address a few policies each meeting, whilst keeping up with the required schedule.
- A single Governor is nominated to review each policy (taking account of a desire to distribute workload fairly evenly, with general experience/expertise).
- That Governor will be sent a draft by the member of SLT (Senior Leadership Team) with responsibility for updating that policy.
- The Governor takes a detailed look at the policy and sends comments, questions and/or feedback to the relevant SLT member, who then makes necessary changes.
- The agreed version is circulated to all Governors prior to the next Full Governing Body meeting.
- If necessary, the selected Governor raises any major issues or relevant points at the meeting and/or other Governors can raise issues.
- The whole Governing Body formally decides to approve the policy (or not).

The intention of this is that, whilst all Governors have access to all policies to be approved, we only require that one selected Governor takes a detailed look at each one. We thus get a good balance between oversight and efficiency (particularly as a lot of policies tend to follow model ones almost verbatim).

When assigned a policy, whilst it may be tempting to spot spelling/grammar mistakes, it is far more important to look at it from a strategic point of view

(The following is from an article produced by The Key, which we agree with)

In particular, we want to know that the policy is:

- Up-to-date with relevant requirements
- Fit for purpose and tailored to our school
- Aligned with our school's improvement strategies and ethos

It's not our role to:

- Write or revise policies
- Search for other policies to compare our current policy to
- Seek stakeholder feedback on policies

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