

**POLICIES AND OTHER DOCUMENTS THAT GOVERNING BODIES ARE  
REQUIRED TO HAVE BY LAW**  
Status and review schedule (Updated May 2016)

## List C. Other statutory documents

<u>Policy &amp; relevant documentation legislation</u>	<u>Review Frequency</u>	<u>Last Review</u>	<u>Current Status</u>	<u>Staff Consulted/ Informed (Y / N)?</u> <u>Comments</u>	<u>Current Location</u>	<u>Date Due for Review / Renewal</u>	<u>DfE Delegation</u>  <u>School/ Delegation</u>	<u>Evaluation including Equality Impact (+ve &amp; -ve On Race / Gender / Disability) (by Chair)</u>	<u>Proposals for the governing body to consider</u>
<b>C1) Admissions Arrangements</b> Legislation: Section 88C of the School Standards and Framework Act 1998 and the School Admissions Regulations 2012. <a href="http://www.legislation.gov.uk/ukpga/1998/31/section/88">http://www.legislation.gov.uk/ukpga/1998/31/section/88</a>	<b>Annually</b> (Changes must be consulted on & where no changes are made, consultation is required every 7 years)	Sept 2015	Approved	N  Local Authority Arrangements	School Server: Staff share → All Policies → Resources  School website	June 2018	Full Governing Body or a committee of the governing body where the school is an admissions authority  <i>Local Authority Arrangements are followed by FGB</i>	No negative impact	
<b>C2) Accessibility Plan</b> Legislation: Equality Act 2010: Schedule 10, Paragraph 3 and Disability Discrimination (prescribed Times and Periods for Accessibility Strategies and Plans for Schools) (England) Regulations, 2005. <a href="http://www.legislation.gov.uk/ukpga/2010/15/schedule/10">http://www.legislation.gov.uk/ukpga/2010/15/schedule/10</a>	<b>Every 3 years</b>	June 2014	Approved	Y	School Server: Staff share → All Policies → Resources  School website	June 2017  Then 3 yearly	A committee of the governing body, an individual governor or the Head Teacher  <i>Resources &amp; Personnel Committee</i>	No negative impact	
<b>C3) Behaviour principles written statement</b> Legislation: Education and Inspections Act 2006: Section 88. <a href="http://www.legislation.gov.uk/ukpga/2006/40/section/88">http://www.legislation.gov.uk/ukpga/2006/40/section/88</a>	<b>Governing Body free to determine frequency</b>	Sept 2014 As first part of School Behaviour Policy (see Policy List A)	Approved	Y	School Server: Staff share → All Policies → Updated policies → Behaviour School website Extracts in school prospectus	Sept 2016  Then 2 yearly	Full Governing Body or a Committee of the governing body  <i>Performance &amp; Standards Committee</i>	No negative impact	

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<b>C4) Central record of recruitment and vetting checks</b> Legislation: Maintained schools – The School Staffing (England) Regulations 2009. Academies and free schools - Independent School Standards Regulations 2010. <a href="http://www.legislation.gov.uk/uksi/2009/2680/contents/made">http://www.legislation.gov.uk/uksi/2009/2680/contents/made</a>	Live document covering staff currently employed	Reviewed monthly		N	Locked cupboard	Live document	A committee of the governing body, an individual governor or the Head Teacher  <i>Head teacher</i>	No negative impact	
<b>C5) Complaints Procedure Statement</b> Legislation: Maintained schools - The Education Act 2002: Section 29. <a href="http://www.legislation.gov.uk/ukpga/2002/32/section/29">http://www.legislation.gov.uk/ukpga/2002/32/section/29</a> Academies, free schools and independent schools - The Education (Independent Schools Standards) Regulations 2010. <a href="http://www.legislation.gov.uk/uksi/2010/1997/contents/made">http://www.legislation.gov.uk/uksi/2010/1997/contents/made</a> Non-maintained special schools - The Education (Non-maintained Special Schools) Regulations 2011. <a href="http://legislation.gov.uk/uksi/2011/1627/contents/made">http://legislation.gov.uk/uksi/2011/1627/contents/made</a>	Governing Body free to determine frequency	Sept 2013	Approved	Y	School Server: Staff share → All Policies  School website	Sept 2016  Then 3 yearly	A committee of the governing body, an individual governor or the Head Teacher  <i>FGB</i>	No negative impact	
<b>C6) Freedom of Information</b> The Freedom of Information Act 2000 gives a right of access to information held by public bodies, including schools (Schedule 1, Part IV), who must comply with the Act and produce a Publication Scheme (Section 19).	Governing Body free to determine frequency	March 2015	Approved	Y	School Website School Server: Staff share → All Policies  School website	March 2018  Then 3 yearly	Governing Body free to determine delegation  <i>FGB</i>	No negative impact	
<b>C7) Governors' allowances (schemes for paying)</b> Legislation: The Education (Governors' Allowances) (England) Regulations 2003: SI 2003/523. <a href="http://www.legislation.gov.uk/uksi/2013/1624/contents/made">http://www.legislation.gov.uk/uksi/2013/1624/contents/made</a>	Governing Body free to determine frequency	Sept 2015	Approved	Y	School Website School Server: Staff share → All Policies → Governors  School website	Sept 2018  Then 3 yearly	A committee of the governing body, an individual governor or the Head Teacher  <i>Resources &amp; Personnel Committee</i>	No negative impact	

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<b>C8) Home-school agreement document</b> Legislation: The School Standards and Framework Act 1998: Sections 110 and 111. <a href="http://www.legislation.gov.uk/ukpga/1998/31/part/IV/crossheading/homeschool-agreements">http://www.legislation.gov.uk/ukpga/1998/31/part/IV/crossheading/homeschool-agreements</a>	Governing Body free to determine frequency	Sept 2014	Approved	Y	Hard copy given as part of the new parents' induction pack  School Server: Staff share → All Policies → Governors  School Website	<b>July 2016</b>  <b>Then 2 yearly</b>	A committee of the governing body, an individual governor or the Head Teacher  <i>Performance &amp; Standards Committee</i>	No negative impact	
<b>C9) Instrument of government including</b> <b>- Code of Practice &amp; Standing Orders</b> <b>- Terms of Reference:</b> <i>Performance &amp; Standards Committee; Resources &amp; Personnel Committee; Head Teacher's Performance Management Committee</i> <b>- Governor Visits Policy</b> <b>- Governor Induction Policy</b> <b>- Minutes of, and papers considered at, meetings of the governing body and its committees</b> Legislation: The School Governance (Constitution) (England) Regulations 2007: SI 2007/957. School Governance (Constitution) (England) Regulations 2012: SI 2012/1034. <a href="http://www.legislation.gov.uk/uksi/2007/957/contents/made">http://www.legislation.gov.uk/uksi/2007/957/contents/made</a> <a href="http://www.legislation.gov.uk/uksi/2012/1034/contents/made">http://www.legislation.gov.uk/uksi/2012/1034/contents/made</a>	Governing Body free to determine frequency	Sept 2015	Approved	Y	School Server: Staff share → All Policies → Governors  School Website	<b>Sept 2016</b>  <b>Then annually</b>	Full Governing Body  <b>FGB</b>	No negative impact	

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<p><b>C10) Premises management documents including</b>  - Risk Assessments  - Health &amp; Safety related Policies &amp; Procedures  Records of Statutory Maintenance Checks &amp; Certificates  - First Aid Policy &amp; Records  - Premises Plans etc  - Health &amp; Safety Committee Minutes  - Critical Incident Plans</p> <p>Legislation: There are many aspects of school premises that require safe management and maintenance such as asbestos, fire safety and statutory testing. For an overview of the legislation and compliance requirements, please see Compliance Monitoring for Council Buildings: <a href="http://www.fedps.org.uk/compliance_monitoring.pdf">http://www.fedps.org.uk/compliance_monitoring.pdf</a> which sets out the responsibilities for employers and duty holders.</p> <p>Independent schools, academies and free schools have sole responsibility. For maintained schools, both local authorities and schools have responsibilities for the repair and maintenance of premises</p>	<p><b>Dependent on aspect /</b>  (see statutory checks list / link)</p>	<p>Live documents subject to regular review as per statutory requirements</p> <p>Last Local Authority Health and Safety Audit June 2013</p>	Approved	Y	<p>Files and documentation held in Head teacher's Office / Main office or displayed as appropriate</p> <p>Policies and Procedures held on School Server: Staff share → All Policies → Health &amp; Safety / Premises</p>	Ongoing Monthly	<p>A committee of the governing body, an individual governor or the Head Teacher</p> <p>Head Teacher &amp; Property Manager / Resources &amp; Personnel Committee as appropriate</p>	No negative impact	
<p><b>C11) Equality information and objectives (public sector equality duty) statement for publication</b></p> <p>Legislation: The Equality Act 2010 and The Equality Act 2010 (Specific Duties) Regulations 2011.  <a href="http://www.legislation.gov.uk/ukpga/2010/15/contents">http://www.legislation.gov.uk/ukpga/2010/15/contents</a>  <a href="http://www.legislation.gov.uk/uksi/2011/2260/contents/made">http://www.legislation.gov.uk/uksi/2011/2260/contents/made</a></p> <p>Under specific duties, governing bodies, local authorities and proprietors are required to draw up equality objectives every four years and annually publish information demonstrating how they are meeting the aims of the general public sector equality duty.</p>	<p><b>Every 4 years and publish information on progress towards objectives annually in the school's performance data statement</b></p>	Sept 2012	Approved	Y	<p>2 documents Policy Statement (Equal Opportunities &amp; Community Cohesion Policy) &amp; Equalities Objectives</p> <p>Both on School Server: Staff share → All Policies → Governors Both on School Website</p>	<p>Sept 2016 Then 4 yearly</p>	<p>A committee of the governing body, an individual governor or the Head Teacher</p> <p>FGB</p>	No negative impact	

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<b>C12) School information published on a website</b> Legislation: The School Information (England) (Amendment) Regulations 2012: SI 2012/1124 (only maintained schools) <a href="http://www.legislation.gov.uk/uksi/2012/1124/regulation/2/made">http://www.legislation.gov.uk/uksi/2012/1124/regulation/2/made</a>	<b>Live – must be updated as soon as possible after a change and at least annually</b>	Ongoing	Approved	Y	School Website	Ongoing	A committee of the governing body, an individual governor or the Head Teacher  <i>Head Teacher</i>	No negative impact	
<b>C13) Register of business interests of head teachers and governors</b> Legislation: The requirement that local authorities keep a register of any business interests of the governors and the head teachers is set out in regulation 26 read with paragraph 15 of Schedule 5 to the School Finance (England) Regulations 2012. Local authorities are required to have schemes for financing schools, and the content of these schemes must deal with the keeping of a register. <a href="http://www.legislation.gov.uk/uksi/2012/335/made">http://www.legislation.gov.uk/uksi/2012/335/made</a>	<b>Governing Body free to determine frequency subject to the local authority scheme</b>	Ongoing	Approved	Y	Governor Files – School Office	Ongoing	Governing Body free to determine frequency subject to the local authority scheme  <i>Chairs of Committees – Clerk to the Governors</i>	No negative impact	
<b>C14) Register of pupils' admission to school</b> Legislation: The Education (Pupil Registration) (England) Regulations 2006: (SI 2006/1751) as subsequently amended. <a href="http://www.legislation.gov.uk/uksi/2006/1751/contents/made">http://www.legislation.gov.uk/uksi/2006/1751/contents/made</a> <a href="http://www.legislation.gov.uk/uksi/2010/1725/contents/made">http://www.legislation.gov.uk/uksi/2010/1725/contents/made</a> <a href="http://www.legislation.gov.uk/uksi/2011/1625/contents/made">http://www.legislation.gov.uk/uksi/2011/1625/contents/made</a>	<b>Live document</b>	Live document	Approved	N	School MIS	Live document	The Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher or the Proprietor must "cause to be kept" a register. The register itself can be kept by appropriate school staff.  <i>School Secretary</i>	No negative impact	

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<b>C15) Register of pupils' attendance</b> Legislation: The Education (Pupil Registration) (England) Regulations 2006: SI 2006/1751 as subsequently amended. <a href="http://www.legislation.gov.uk/uksi/2006/1751/contents/made">http://www.legislation.gov.uk/uksi/2006/1751/contents/made</a> <a href="http://www.legislation.gov.uk/uksi/2010/1725/contents/made">http://www.legislation.gov.uk/uksi/2010/1725/contents/made</a> <a href="http://www.legislation.gov.uk/uksi/2011/1625/contents/made">http://www.legislation.gov.uk/uksi/2011/1625/contents/made</a>	<b>Live document</b>	Live document	Approved	N	School MIS	<b>Live document</b>	The Governing body free to delegate to a committee of the governing body, an individual governor or the head teacher or the Proprietor must "cause to be kept" a register. The register itself can be kept by appropriate school staff.  <b>School Secretary</b>	<b>No negative impact</b>	
<b>C16) Staff discipline, conduct and grievance (procedures for addressing)</b> <b>Including</b> <ul style="list-style-type: none"> <li>- <b>Staff Discipline Policy</b></li> <li>- <b>Management of Sickness Absence Policy</b></li> <li>- <b>Special Leave of Absence Policy</b></li> <li>- <b>Persistent Complaints and Harassment Policy</b></li> <li>- <b>Grievance Policy</b></li> <li>- <b>Harassment Policy</b></li> </ul> Legislation: Maintained schools - The School Staffing (England) Regulations 2009. (Maintained schools only, all other establishments - general employment law). <a href="http://www.legislation.gov.uk/uksi/2009/2680/contents/made">http://www.legislation.gov.uk/uksi/2009/2680/contents/made</a> <a href="https://www.gov.uk/government/publications/asbestos-management-in-schools">https://www.gov.uk/government/publications/asbestos-management-in-schools</a>	<b>Governing Body free to determine frequency</b>	March 2015	Approved	Y	School Server: Staff share → All Policies → Personnel  School Website	<b>March 2018</b>  <b>Then 3 yearly</b>	A committee of the governing body, an individual governor or the Head Teacher  <b>Resources &amp; Personnel Committee</b>	<b>No negative impact</b>	