

Statutory Documents

Item	Statutory Documents and Requirements	Policy Folder	Annual Check	Statutory Website Information	Review Frequency	Approval	Date Agreed/Adopted	Date of next reviewed	Date of Committee Meeting/Full GB	Notes
	Admissions									
1	Admission, New Arrivals & Transitions Policy	Management: Section 8	✓		Annually	Governing Board	23.11.2022	01.09.2023	TBC	
	Administration and Data									
2	Charging Policy - (Financial Procedures Manual: Appendix D)	Finance: Section 2	✓	On school Website	Annually	GB can delegate to Committee, individual or Head	18.01.2023	01.01.2024	15.03.2023	
3	Information Governance Policy	Management: Section 13	✓		3 years	Governing Board	09.03.2022	01.01.2025	TBC	
3	Data Protection - Certificate	Management: Section 12	✓		Annually	N/A	N/A	N/A	N/A	Renewal date for certificate: 01.06.2021 - information is displayed in the SBM's office
4	Protection of Children's biometric information - (See Data Protection and Information Management Policy)	Management: Section 13			N/A	N/A	N/A	N/A	N/A	Part of Information Governance Policy
5	Register of Pupils Admission to School	N/A	✓		Live document	GB can delegate to Committee, individual or Head	N/A	N/A	N/A	School MIS System (Arbor)
6	Register of pupils attendance	N/A	✓		Live document - updated daily	Governing Board	N/A	N/A	N/A	School MIS System (Arbor)
7	School Information published on the website	N/A	✓	On school Website	Live document	GB can delegate to Committee, individual or Head	N/A	N/A	N/A	
8	Complaints Procedure	Management: Section 11	✓	On school Website	Annually	GB can delegate to Committee, individual or Head	17.05.2023	01.04.2024	TBC	
	Staffing and Human Resources									
9	Schools Capabilities Procedure	HR: Section 4	✓		3 years	GB can delegate to Committee or individual Governor	30.06.2021	01.04.2024	TBC	Reviewed and updated by LA
10	Early Career Teachers Induction Policy	HR Section 20	✓		Annually	Governing Board	23.01.2023	01.09.2024	TBC	
11	Disciplinary Policy	HR: Section 5	✓		3 years	Governing Board	24.11.2021	01.09.2024	TBC	Reviewed and updated by LA
12	Dignity at Work Policy (Previously Grievance Procedure)	HR: Section 6	✓		3 years	Governing Board	24.11.2021	01.04.2024	TBC	Reviewed and updated by LA
13	Safer care and Professional code of conduct	Management: Section 14	✓		Annually	Governing Board	23.11.2022	01.09.2023	TBC	

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14	Single Central Record of recruitment and vetting checks	N/A	✓		Live document	GB can delegate to Committee, individual or Head	N/A	N/A	N/A	Managed by HR Officer
15	Managing Allegations of Abuse Against Staff	HR: Section 8	✓		Annually	Governing Body	09.03.2022	01.09.2023	TBC	
16	Teachers Pay Policy	HR: Section 9	✓		Annually	Governing Body or LA	23.11.2022	01.09.2023	TBC	LA update from THEP website
	Pupil Wellbeing and Safeguarding									
17	Accessibility Plan	Health & Safety: Section 1	✓	On school Website	Every 3 years	GB can delegate to Committee, individual or Head	30.06.2021	01.04.2024	TBC	
18	Safeguarding Children Policy	Health & Safety: Section 5	✓	On school Website	Annually	Governing Board	14.09.2022	01.09.2023	TBC	
19	Children with health needs who cannot attend school	TBC	✓		Annually	Governing Board				
21	Early Years Foundation Stage Policy	Curriculum: Section 3	✓	On school Website	Varies - See Guidance	Governing Board	23.11.2022	01.09.2023	TBC	
22	Special Educational Needs Offer	Management: Section 15	✓		N/A	Governing Board	N/A	N/A	N/A	
22	Special Education Needs Policy	Management: Section 15	✓	On school Website	Annually	Governing Board	23.11.2022	01.09.2023	TBC	
23	Supporting children with medical conditions	Management: Section 9	✓		Annually	Governing Board	23.11.2022	01.09.2023	TBC	
	Relationship and Health Education									
24	Relationship and Health Education	Curriculum: Section 1	✓	On school Website	Annually	GB can delegate to Committee, individual or Head	09.03.2022	01.12.2025	TBC	
	Behaviour									
25	School Behaviour Policy	Management: Section 2	✓	On school Website	Annually	Can be delegated to the Headteacher	23.11.2022	01.09.2024	TBC	
26	Exclusions	Management: Section 21	✓		Annually	Can be delegated to the Headteacher	01.02.2023	01.12.2025	TBC	

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	Facilities									
27	Health and Safety Policy	Health & Safety: Section 4	✓	On school Website	Annually	Employer	23.11.2022	01.09.2023	TBC	
28	First Aid Policy - (Supporting Children with Medical Conditions: Appendix 1)	Management: Section 10			Annually	Governing Board	23.11.2022	01.09.2023	TBC	
29	Premises Policy	Health & Safety: Section 10			Annually	GB can delegate to Committee, individual or Head	15.03.2023	14.03.2026	TBC	
	Governance									
30	Publication of equality information and objectives	N/A	✓		Published information: Annually Equality objectives: every 4 years	GB can delegate to Committee, individual or Head	N/A	N/A	N/A	
31	Governors Allowances (part of the Governing Board Standing Order Policy)	N/A			Annually	GB can delegate to Committee, individual or Head	N/A	N/A	N/A	
32	Instrument of Governance	Other: Section 5		On school website	Annually	Governing Board	14.09.2022	01.09.2023	TBC	
33	Register of business interests of the Headteacher and Governors	N/A	✓	On school website	Annually	Can be delegated by Governing Board subject to LA Scheme	N/A	N/A	N/A	
	Other (not on DfE statutory list and have statutory grounding)									
35	GB Minutes of, and papers considered at, meetings of the governing body and its committees	N/A	✓		N/A	N/A	N/A	N/A	N/A	
36	Privacy Notices	TBC	✓		N/A	N/A	N/A	N/A	N/A	
37	Freedom of information publication scheme	N/A	✓		N/A	N/A	N/A	N/A	N/A	
38	Appraisal Policy - Support Staff	HR: Section 11	✓		N/A	N/A	24.11.2021	01.09.2024	TBC	
39	Appraisal Policy - Teaching	HR: Section 10	✓		N/A	N/A	23.11.2022	01.09.2025	TBC	