**CHALK RIDGE - GOVERNORS POLICY REGISTER at 31st January 2020**

The FGB Statutory Policy Register is reviewed at each FGB meeting.

In accordance with Statutory policies for schools Ref: DFE-00057-2014 Published: 17 September 2019 Updated:19 September 2019 available at:

<https://www.gov.uk/government/publications/statutory-policies-for-schools>

**Key:**

**RED = Review date has passed, Committee to review ASAP**

**AMBER = Alert Committee review date imminent / Under Review**

**GREEN = Not due for review**

**STATUTORY POLICIES REQUIRED BY EDUCATION LEGISLATION (SPRBEL)**

| **As categorised in D of E Guidance February 2014** | **Policy Title** | **Delegated Committee**  **For Approval** | **Last Reviewed** | **Review Frequency and Due** | **Status** | **Notes** | **Latest with review date on Web Site?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SPRBEL | Charging and Remissions Policy | Resources  FGB free to delegate to a committee, an individual governor or the head teacher | January 2018 | January 2021 | GREEN | Reviewed and approved at Resources Committee 07.2.2018 to include requirement to do an annual report on charges, cancellations and PP children. | YES |
| SPRBEL | School Behaviour Policy  Known as ‘Positive Behaviour Statement and Policy (Also includes Behaviour Principles Written Statement) | Standards and Curriculum  Headteacher. | November 2019 | November 2022  Review every 3 years | GREEN | Discussed and approved by the Standards and Curriculum Committee 5/11/2019. | YES |
| SPRBEL | Sex Education  (and relationships Education ) Policy | Standards and Curriculum  FGB free to delegate to a committee, an individual governor or the head teacher | September 2018 | May 2021  Review every 3 years. | GREEN | Discussed at 11.09.2018 Standards and Curriculum Committee (Copy Received) | YES |
| SPRBEL | Special Educational Needs Policy – known as Inclusion and SEN Policy  SEN Information Report | Standards and Curriculum  FGB required to approve – cannot be delegated | March 2019 | March 2022  SEN Information Report should be updated annually and any changes to the information occurring during the year should be updated as soon as possible | GREEN | Approved by Standards and Curriculum on 26.02.2019. On Agenda for 04.03.2019 FGB | YES |
| SPRBEL | Substance Misuse Education (Schools Communication SC0011663) - New Requirement (Also known as Drug Education Policy, including misuse of drugs on Chalk Ridge website) | Standards and Curriculum | November 2019 | November 2022  To be reviewed every three years. | GREEN | Approved at 05.11.2019 Standards and Curriculum Committee | YES |
| SPRBEL | Teacher appraisal (known as Performance and Capability of Staff) | Pay and Personnel  FGB free to delegate to Committee or Individual Governor | September 2019 | September 2020  (Annually)  FGB free to determine | GREEN | Adopted under Hampshire County Council Manual of Personnel Practice and any updates by FGB on 30.09.2019. County revisions being discussed at 27.09.2019 Pay and Personnel Committee | N/A |
|  |  |  |  |  |  |  |  |
| SPRBEL | Teachers’ Pay Policy (including Staff Structure) | Pay and Personnel  **FGB required to approve** | March 2019 | September 2019 | AMBER | Adopted under Hampshire County Council Manual of Personnel Practice and any updates by FGB on 30.09.2019. County revisions being discussed at 27.09.2019 Pay and Personnel Committee **FGB approval required** | **Not required but place on Governor Portal** |

**STATUTORY POLICIES REQUIRED BY OTHER LEGISLATION WHICH IMPACT PARTICULARLY ON SCHOOLS (SPRBOLWIPOS)**

| **As categorised in D of E Guidance February 2014** | **Policy Title** | **Delegated Committee** | **Last Reviewed** | **Review Due** | **Status** | **Notes** | **Latest with review date on Web Site?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SPROLWIPOS | Data Protection Policy | Resources (including Buildings)  FGB free to determine | May 2018 | May 2020  At least every 2 years | GREEN | Reviewed at the FGB on 14.05.2018 Minute 8 | YES |
| SPRBOLWIPOS | Health and Safety Policy (including Risk Assessment) | Resources (including Buildings)  FGB free to determine | September 2019 | September 2020  FGB free to determine | GREEN | Approved at 11.09.2019 Resources Committee  Need to change H&S Governor | YES |

**OTHER STATUTORY DOCUMENTS (OSD)**

| **As categorised in D of E Guidance February 2014** | **Policy Title** | **Delegated Committee** | **Last Reviewed** | **Review Due** | **Status** | **Notes** | **Latest with review**  **date on Web Site?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OSD | Admissions | Resources (including Buildings)  FGB or a Committee where school is an admissions authority. (CR is not). | May 2019 | June 2020 | GREEN | We use the HCC Policy and Admissions Procedure. PAN (60) remains unchanged and only dates need to be changed. Resources (including Buildings) Committee reviewed approved the policy on 01.05.2019 | YES |
| OSD | Accessibility Plan (Single Equality Scheme) | Pay and Personnel  FGB free to delegate to a committee, an individual governor or the head teacher | March 2019 | March 2020  Under specific duties, required to draw up equality objectives every 4 years and annually publish information demonstrating how they are meeting the aims of the general public sector equality duty. | AMBER | Part of Single Equality scheme / Equality Policy. Reviewed at 01.03.19 Pay and Personnel Committee. See sections 4a) , 4b) and 6c | YES |
| OSD | Behaviour Principles Written Statement Incorporated in a policy known as Positive Behaviour Statement and Policy | Standards and Curriculum | November 2019 | November 2022  Review every 3 years | GREEN | Approved by the Standards and Curriculum Committee 5/11/2019. | YES |
| OSD | Central Record of recruitment and vetting checks | Pay and Personnel  FGB free to delegate to a committee, an individual governor or the head teacher | Live document covering staff currently employed.  Annual Audit undertaken Sept 2019 as part of Annual Safeguarding Audit / Report | September 2020 | GREEN | Part of Child protection policy and procedures. | N/A |
| OSD | Complaints (procedure statement) | Resources  FGB free to delegate to a committee, an individual governor or the head teacher | September 2018  Policy states reviewed July 2018 not September 2018?? | September 2021  FGB free to determine – interval changed to every 3 years. | GREEN | Approved at Resources Committee 12 September 2018 Minute 9 | YES |
| OSD | Freedom of Information | Resources  FGB free to determine | November 2018 | November 2020  Every two years | GREEN | Approved at Resources Committee 07.11.2018 | YES |
| OSD | GDPR Privacy Notice (fair processing) May 2018 | Resources | May 2018 | May 2020 | GREEN | Discussed at 07.02.2018 Resources Committee and reviewed at the FGB on 14.05.2018 Minute 8 Approved in 04.03.2019 FGB Minute 12. | YES |
| OSD | GDPR Policy | Resources | May 2018 | May 2020  (Need to delegation and check frequency of review) | GREEN | Discussed at 07.02.2018 Resources Committee and reviewed at the FGB on 14.05.2018 Minute 8. Approved FGB 04.03.2019 Minute 12 | YES |
| OSD | Governors’ Allowances (Schemes for Paying) | Resources  FGB free to delegate to a committee, an individual governor or the head teacher | September 2018 | September 2021  FGB free to determine | GREEN | Approved at 12.09.2018 Resources Committee Minute 9. | YES |
| OSD | Home School Agreement | Standards and Curriculum  FGB free to delegate to a committee, an individual governor or the head teacher | January 2018 | January 2020  FGB free to determine | AMBER | Agreed at 30.01.2018 Standards and Curriculum Committee | YES |
| OSD | Instrument of Government | FGB | 12.11.2012 | FGB free to determine  As directed by law | GREEN | Updated as directed by law | On Governors Portal under FGB |
| OSD | Minutes of and Papers Considered at Meetings of the Governing Body and its Committees | FGB and Committee Chairs | Ongoing | Ongoing | GREEN |  | N/A |
| OSD | Premises Management Documents | Resources  FGB free to delegate to a committee, an individual governor or the head teacher |  |  | GREEN | Discussed at 13.11.2019 Resources Committee see also Annual Health and Safety Self-Assessment and Annual Buildings Reviews | N/A |
| OSD | Equality Information and objectives  (Single Equality Statement) | Pay and Personnel (N.B transfer from Resources)  FGB free to determine | March 2019 | March 2021  Under specific duties, required to draw up equality objectives every 4 years and annually publish information demonstrating how they are meeting the aims of the general public sector equality duty. | GREEN | Reviewed at 01.03.2019 Pay and Personnel Committee | YES |
| OSD | School Information Published on a web site | Resources  FGB free to delegate to a committee, an individual governor or the head teacher | No information | Live - must be updated as soon as possible after a change and at least annually | AMBER | <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>  Discussed at Resources Committee 13.11.2019, report produced | All required information on school website is up to date |
| OSD | Register of Business Interests of Head Teacher and Governors | FGB  FGB free to determine subject to Local Authority Scheme |  | Ongoing | GREEN | Reviewed at all meetings, maintained by Clerk | YES |
| OSD | Register of Pupils’ (admission to school) | Standards and Curriculum  FGB free to delegate to a committee, an individual governor or the head teacher | Ongoing | Ongoing | GREEN | As maintained in school systems | N/A |
| OSD | Register of pupils’ attendance | Standards and Curriculum | Ongoing | Ongoing | GREEN | As maintained in school systems | N/A |
| OSD | Staff discipline, conduct and grievance (procedures for addressing) | Pay and Personnel  FGB required to approve | Sept 2019 | September 2020 (First meeting of Committee in New academic year)  FGB free to determine | GREEN | Adopted under Hampshire County Council Manual of Personnel Practice and any updates by FGB on 30.09.2019. County revisions being discussed at 27.09.2019 Pay and Personnel Committee | N/A |

**DOCUMENTS REFERENCED IN STATUTORY GUIDANCE (DRISG)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **As categorised in D of E Guidance February 2014** | **Policy Title** | **Delegated Committee** | **Last Reviewed** | **Review Due** | **Status** | **Notes** | **Latest with review date on Web Site?** |
| DRISG | Child protection policy and procedures | Standards and Curriculum  FGB free to delegate to a committee, an individual governor or the head teacher | October 2019 | October 2020  To be reviewed annually | GREEN | Reviewed and approved at 30.09.2019 FGB meeting. | YES |
| DRISG | Early Years Foundation Stage Policy (EYFS) | Standards and Curriculum  FGB free to determine | November 2018 | November 2020  To be reviewed every 2 years. | GREEN | Approved 07.11.2017 at Standards and Curriculum Committee (item 6). | YES |
| DRISG | Governor Information for uploading to school website - NEW | Pay and Personnel  FGB free to determine | March 2019 | Live - needs to be updated as soon as possible and at least annually | GREEN | See <http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryInformation2015.pdf> | YES |
| DRISG | Pecuniary Interest document for uploading to school website – NEW | Pay and Personnel  FGB free to determine | March 2019 | Live - needs to be updated as soon as possible and at least annually | GREEN | See http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryPecuniaryInterestsInformation2015.pdf | YES |
| DRISG | Statement of Procedures for dealing with allegations of abuse against staff (included within Child Protection Policy) | Standards and Curriculum  FGB free to determine | October 2019 | October 2020  (First meeting of Committee in New academic year)  FGB free to determine | GREEN | Reviewed and approved at 30.09.2019 FGB meeting (included within Child Protection Policy) | YES |
| DRISG | Supporting Pupils with Medical Conditions | Standards and Curriculum  FGB free to determine | September 2018 | September 2020  To be reviewed every 2 years. | GREEN | Reviewed and approved 11.09.2018 Standards and Curriculum Committee | YES |

**NOT REQUIRED – CHALK RIDGE GOOD PRACTICE (NR)**

| **As categorised in D of E Guidance February 2014** | **Policy Title** | **Delegated Committee** | **Last Reviewed** | **Review Due** | **Status** | **Notes** | **Latest with review date on Web Site?** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NR | Attendance Policy | Standards and Curriculum | 6th November 2018 | November 2020 | GREEN | Approved 06.11.2018 at Curriculum and Standards committee. | YES |
| NR | Collective Worship (Shown as Worship Policy) | Standards and Curriculum | September 2019 | September 2021  Review every 3 years. | GREEN | Approved at 10.09.2019 Standards & Curriculum Committee. | YES |
| NR | Governor Visits Policy | Standards and Curriculum | September 2019 | September 2021 | GREEN | Approved at Standards and Curriculum Committee 10.09.2019 (item 5) |  |
| NR | Performance Management Policy: Support Staff | Pay and Personnel | September 2019 | September 2020 | GREEN | Incorporated into Staff and Capability Policy  Adopted under Hampshire County Council Manual of Personnel Practice and any updates by FGB on 30.09.2019. County revisions being discussed at 27.09.2019 Pay and Personnel Committee | N/A |
| NR | Religious Education Policy | Standards and Curriculum | September 2019 | September 2022 | GREEN | Approved at 10.09.2019 Standards and Curriculum Committee (item 5). | YES |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NR | Whistleblowing Policy | Pay and Personnel | September 2018 | September 2020  Review every 2 years. | GREEN | Approved on 28.09.2018 at Pay and Personnel | YES |
| NR | Best Value Statement | Resources | November 2019 | November 2022 | GREEN | Approved at 13.11 2019 Resources Committee Meeting | YES |
| NR | Assessment Policy | Standards and Curriculum | February 2019 | March 2021 | GREEN | Reviewed and approved by Standards and Curriculum Committee on 26.2.19 (Item 7) | YES |

**SCHOOL POLICIES /DOCUMENTS held separately**