

## CHALK RIDGE - GOVERNORS POLICY REGISTER at 17<sup>th</sup> May 2017

Chalk Ridge Full Governing Body (FGB) has delegated the evaluation and revision of the statutory policies to the relevant committee as below, reviewed annually by the FGB. Committees inform the FGB of the outcome by providing the Clerk with a copy of the committee's minutes, with the policy clearly attached, for circulation to all governors. **Committee Chairs are also asked to ensure that an electronic pdf copy of the revised policy with the date for review on it is forwarded to the Webmaster, Richard Lyddy.**

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

In accordance with Statutory policies for schools Ref: DFE-00057-2014 Published:25 February 2014 Updated:22 September 2014 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 Policy (and Remissions)	Resources  FGB free to delegate to a committee, an individual governor or the head teacher	January 2016	September 2017	GREEN	Approved 19.01.2016 Resources Committee	YES on website needs to include a review date on it.
SPRBEL	School Behaviour Policy Known as 'Positive Behaviour Statement and	Standards and Curriculum	November 2016	December 2019  Review every 3	GREEN	Approved at 24.1.2017 by Curriculum Committee	YES on website needs to include review date of

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	Policy (Also includes Behaviour Principles Written Statement)	Headteacher.		years			Dec 2019
SPRBEL	Sex Education (and relationships Education ) Policy	Standards and Curriculum  FGB free to delegate to a committee, an individual governor or the head teacher	June 2015	June 2018  Review every 3 years.	GREEN	Approved at 16.06.2015 Standards and Curriculum Committee (Copy Received)	YES
SPRBEL	Special Educational Needs Policy	Standards and Curriculum  FGB required to approve	May 2017	May 2018  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 09.05.2017 and FGB on 15.05.2017	<b>NO</b>
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 2016	November 2019  To be reviewed every three years.	GREEN	Approved at 24.01.2017 Standards and Curriculum Committee	YES
SPRBEL	Teacher appraisal (known as Performance and Capability of Staff)	Pay and Personnel	September 2016	September 2017 (Annually)	GREEN	Adopted under Hampshire County Council Manual of	N/A

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		FGB free to delegate to Committee or Individual Governor		FGB free to determine		Personnel Practice and any updates at Pay and Personnel Committee 03.10.2016	
SPRBEL	Teachers' Pay Policy (including Staff Structure)	Pay and Personnel  FGB required to approve	September 2016	September 2017	GREEN	Adopted under Hampshire County Council Manual of Personnel Practice and any updates at Pay and Personnel Committee 03.10.2016. <b>FGB to approve</b>	<b>FGB to approve</b>

#### 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  FGB free to determine	September 2015	September 2017  At least every 2 years	GREEN	Approved at 08.09.2015 Resources Committee.	YES
SPRBOLWIPOS	Health and Safety Policy (including Risk Assessment)	Resources  FGB free to determine	September 2016	September 2017  FGB free to determine	GREEN	Approved at 08.09.2015 Resources Committee	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  FGB or a Committee where school is an admissions authority. (CR is not).	June 2016	June 2017	GREEN	We use the HCC 2017-2018 Resources Committee reviewed and recommended policy for approval at FGB on 2.5.2017	YES
OSD	Accessibility Plan	Pay and Personnel  FGB free to delegate to a committee, an individual governor or the head teacher	November 2015	November 2017  Every 3 years	GREEN	Part of Single Equality scheme. Agreed at 03.10.16 Pay and Personnel Committee.	YES
OSD	Behaviour Principles Written Statement Incorporated in a policy known as Positive Behaviour Statement and Policy		November 2016	November 2019  Review every 3 years	GREEN	Reviewed 8.11.2016. Approved at 24.1.2017 Standards and Curriculum Committee.	YES
OSD	Central Record of recruitment and vetting checks	Pay and Personnel  FGB free to delegate to a committee, an individual	Live document covering staff currently employed. Annual Audit undertaken 18/11/2016 as	November 2017	GREEN	Part of Child protection policy and procedures. See Governors Visit Report 18/11/2016	N/A

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?
		governor or the head teacher	part of Annual Safeguarding Report				
OSD	Complaints (procedure statement)	Resources  FGB free to delegate to a committee, an individual governor or the head teacher	September 2015	September 2017  FGB free to determine – interval changed to every 2 years.	GREEN	Approved at Resources Committee 08.09.2015	YES
OSD	Freedom of Information	Resources  FGB free to determine	September 2015	September 2017  Every two years	GREEN	Approved at Resources Committee 08.09.2015 Changed frequency to every 2 yrs 13.09.2016	YES
OSD	Governors' Allowances (Schemes for Paying)	Resources  FGB free to delegate to a committee, an individual governor or the head teacher	September 2015	September 2017  FGB free to determine	GREEN	Approved at 08.09.2015 Resources Committee	YES
OSD	Home School Agreement	Standards and Curriculum  FGB free to delegate to a committee, an individual governor or	January 2016	January 2018  FGB free to determine	GREEN	Agreed at 26.01.2016 Standards and Curriculum Committee	YES BUT - no date on it or date for review??

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?
		the head teacher					
OSD	Instrument of Government	FGB	12.11.2012	FGB free to determine As directed by law	GREEN	Updated as directed by law	N/A
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 02.05.2017 Resources Committee see also Annual Health and Safety Self Assessment and Annual Buildings Review (Copy not received)	N/A
OSD	Equality Information and objectives (Single Equality Statement)	Pay and Personnel (N.B transfer from Resources)  FGB free to determine	November 2016	November 2017  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	Agreed at 03.10.2016 Resources Committee.  Accessibility Plan is included in this policy.	YES
OSD	School Information Published on a web site	Resources	May 2017	September 2017	GREEN	Discussed at 21.10.2015 Resources	Not required but statutory

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		FGB free to delegate to a committee, an individual governor or the head teacher		Live - must be updated as soon as possible after a change and at least annually		Committee and 15.05.2017 FGB	information listed has been checked
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	N/A
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	October 2016	September 2017 (First meeting of Committee in New academic year)	GREEN	Adopted under Hampshire County Council Manual of Personnel Practice and any amendments	N/A

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				FGB free to determine		at Personnel Committee 03.10.2016	

### 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 2016	September 2017  To be reviewed annually	GREEN	Reviewed 08.11.2016 Approved at 24.01.2017 Standards and Curriculum Committee.	YES - check is this what was approved by the Standards and Curriculum Committee??
DRISG	Early Years Foundation Stage	Standards and Curriculum  FGB free to determine	November 2015	November 2017  To be reviewed every 2 years.	GREEN	Approved 03.11.2015 Standards and Curriculum Agenda	YES
DRISG	Governor Information for uploading to school website - NEW	Pay and Personnel  FGB free to determine	July 2015	July 2017  Live - needs to be updated as soon as possible and at least annually	GREEN	See <a href="http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryInformation2015.pdf">http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryInformation2015.pdf</a> Last updated 2017	YES
DRISG	Pecuniary Interest document for uploading to school website – NEW	Pay and Personnel  FGB free to	July 2015	September 2017  Live - needs to be updated as soon as	GREEN	See <a href="http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryPecu">http://www.chalkridgepri.hants.sch.uk/ChalkRidgeFGBStatutoryPecu</a>	YES



		determine		possible and at least annually		niaryInterestsInformati on2015.pdf	
DRISG	Statement of Procedures for dealing with allegations of abuse against staff	Pay and Personnel  FGB free to determine	October 2016	September 2017 (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 at Pay and Personnel Committee 03.10.2016	N/A
DRISG	Supporting Pupils with Medical Conditions - NEW	Standards and Curriculum  FGB free to determine	September 2016	September 2018  To be reviewed every 2 years.	GREEN	Policy for approval at Standards and Curriculum meeting 03.05.2016	NO

#### 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	November 2016	November 2017	GREEN	Reviewed 08.11.2016 Approved at 24.01.2017 FGB	YES
NR	Collective Worship (Shown as Worship Policy)	Standards and Curriculum	November 2016	October 2019  Review every 3 years.	GREEN	Reviewed 08.11.2016 Approved at 24.01.2017 Standards and Curriculum Committee	YES
NR	Performance Management Policy: Support Staff	Pay and Personnel	03.10.2016	November 2017	GREEN	Incorporated into Staff and Capability Policy	N/A
NR	Religious Education Policy	Standards and Curriculum	November 2016	September 2019	GREEN	Reviewed on 08.11.2016 Approved at 24.01.2017	YES BUT no date for review on it.

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NR	Attendance Policy	Standards and Curriculum	November 2016	November 2017	GREEN	Reviewed 08.11.2016 Approved at 24.01.2017 FGB Standards and Curriculum Committee.	YES
NR	Whistleblowing Policy	Pay and Personnel	September 2016	September 2018 Review every 2 years.	GREEN	Adopted under Hampshire County Council Manual of Personnel Practice and any amendments at 03.10.2016 Pay and Personnel Committee	YES
NR	Best Value Statement	Resources	September 2015	September 2017	GREEN	Approved at 08.09.2015 Resources Committee. Changed review interval to 2 yrs 13.09.2017	YES

**SCHOOL POLICIES /DOCUMENTS held separately**