

7. Statutory Docs

Item	Statutory Documents and Requirements	Policy Folder	Annual Check	Statutory Website Information	Review Frequency	Approval Guidance	Locally Agreed Policy	Approval	Date Agreed/Adopted	Date of next review	Date of Committee Meeting/Full GB	Notes
	Admissions											
1	Admission, New Arrivals & Transitions Policy	Management: Section 8	✓		Annually	Local Authority	Yes	Governing Board	20/11/2024	19/11/2025	19/11/2025	Reviewed and updated by LA
	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		FPR	22/01/2025	21/01/2026	21/01/2026	
3	Information Governance Policy Including i) Data Protection Policy ii) Breach Policy iii) Records Management Policy iv) Freedom of Information Policy v) CCTV Policy vi) Information Asset Register	Management: Section 12	✓		Annually	GB can delegate to Committee, individual or Head		Headteacher	01/10/2025	01/10/2026	01/10/2026	
4	Data Protection - Certificate	Management: Section 12a	✓		Annually	N/A		N/A	N/A	N/A	N/A	Renewal date for certificate: 01.06.2026 - information is displayed in the SBM's office
5	Protection of Children's biometric information - (See Data Protection and Information Management Policy)	Management: Section 12	N/A		N/A	N/A		N/A	N/A	N/A	N/A	Part of Information Governance Policy
6	Register of Pupils Admission to School	N/A	✓		Live document	GB can delegate to Committee, individual or Head		Headteacher	N/A	N/A	N/A	School MIS System (Arbor)
7	Register of pupils attendance	N/A	✓		Live document - updated daily	GB can delegate to individual or Headteacher		Headteacher	N/A	N/A	N/A	School MIS System (Arbor)
8	School Information published on the website	N/A	✓	On school website	Live document	GB can delegate to Committee, individual or Head		Headteacher	N/A	N/A	N/A	
9	Complaints Procedure	Management: Section 10	✓	On school website	Annually	GB can delegate to Committee, individual or Head		Headteacher	14/05/2025	14/05/2025	01/05/2026	
	Staffing and Human Resources											
10	Schools Capabilities Procedure	HR: Section 4	✓		3 years	GB can delegate to individual Governor	Yes	Governing Board	20/11/2024	01/11/2027	01/11/2027	Reviewed and updated by LA
11	Early Career Teachers Induction Policy	HR Section 20	✓		Annually	Governing Board		Governing Board	20/11/2024	01/11/2025	01/11/2025	
12	Disciplinary Policy	HR: Section 5	✓		Annually	Governing Board	Yes	Governing Board	20/11/2024	01/11/2025	01/11/2025	Reviewed and updated by LA
13	Dignity at Work Policy (Previously Grievance Procedure)	HR: Section 6	✓		Annually	Governing Board	Yes	Governing Board	14/05/2025	01/09/2025	01/09/2025	Reviewed and updated by LA
14	Safer Care and Professional Code of Conduct	Management: Section 13	✓		Annually	Governing Board		Governing Board	10/09/2025	01/09/2027	01/09/2027	
15	Single Central Record of recruitment and vetting checks	N/A	✓		Live document	GB can delegate to Committee, individual or Head		Headteacher	N/A	N/A	N/A	Managed by HR Officer

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16	Managing Allegations of Abuse Against Staff	HR: Section 8	✓		Annually	Governing Body	Yes	Governing Board	11/09/2024	01/09/2025	01/09/2025	LA Model Policy
17	Teachers Pay Policy	HR: Section 9	✓		Annually	Governing Body or LA	Yes	Governing Board	01/10/2025	01/10/2026	01/10/2026	LA update from THEP website
	Pupil Wellbeing and Safeguarding											
18	Accessibility Plan	Health & Safety: Section 1	✓	On school website	Every 3 years	GB can delegate to Committee, individual or Head		Headteacher	15/05/2024	01/05/2027	01/05/2027	
19	Attendance and Punctuality Policy	Management: Section 19	✓		Annually			Governing Board	23/11/2022	02/10/2024	02/10/2024	
20	Safeguarding Policy	Health & Safety: Section 5	✓	On school website	Annually	Governing Board		Governing Board	11/09/2024	10/09/2025	10/09/2025	
22	Early Years Foundation Stage Policy	Curriculum: Section 3	✓	On school website	Annually	Governing Board can delegate		CSW	20/11/2024	19/11/2025	19/11/2025	
23	Special Educational Needs Offer	Management: Section 15a	✓		N/A	Governing Board		Governing Board	N/A	N/A	N/A	
24	Special Education Needs Policy	Management: Section 15	✓	On school website	Annually	Governing Board		Governing Board	01/10/2025	01/10/2026	01/10/2026	
25	Supporting Children with Medical Conditions Policy and First Aid Procedure (Appendix)	Management: Section 9	✓		Annually	Governing Board		Governing Board	20/11/2024	19/11/2025	19/11/2025	
26	Relationship and Health Education	Curriculum: Section 1	✓	On school website	Annually	GB can delegate to individual or Headteacher		CSW	01/10/2025	01/10/2026	01/10/2026	
	Behaviour											
27	School Behaviour Policy and Behaviour Principles	Management: Section 2	✓	On school website	Annually	Can be delegated to the Headteacher		Headteacher (Principles to be reviewed by Governors)	20/11/2024	01/11/2026	01/11/2026	
	Uniform Policy		✓		Periodically	Can be delegated to the Headteacher		Governing Board				
28	Suspension and Permanent Exclusion Policy	Management: Section 21	✓		Annually	Can be delegated to the Headteacher		Governing Board	20/11/2024	19/11/2025	19/11/2025	
29	Facilities											
30	Health and Safety Policy	Health & Safety: Section 4	✓	On school website	Annually	Employer		FPR	01/10/2025	01/10/2026	01/10/2026	
31	Premises Policy	Health & Safety: Section 10	✓		Annually	GB can delegate to Committee, individual or Head		FPR	01/10/2025	01/10/2026	01/10/2026	
	Governance											
32	Publication of equality information and objectives (Equalities, Inclusion and Diversity Policy)	Management: Section 6	✓		Published information: Annually Equality objectives: every 4 years	GB can delegate to Committee, individual or Head		Headteacher	20/11/2024	01/11/2027	01/11/2027	

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33	Governors Allowances (part of the Governing Board Standing Order Policy)	Governance: Section 8	✓		Annually	GB can delegate to Committee, individual or Head		Governing Board	10/09/2025	01/09/2026	01/09/2026	
34	Instrument of Governance	Governance: Section 5	✓	On school website	Annually	Governing Board		Governing Board	10/09/2025	01/09/2026	01/09/2026	
35	Behaviour Principles (link Behaviour Policy)	Governance: Section 2	✓		Annually	Governing Board		Governing Board	10/09/2025	01/09/2026	01/09/2026	
36	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		Governing Board	N/A	N/A	N/A	
	Other (not on DfE statutory list and have statutory grounding)											
37	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	
38	Privacy Notices	TBC	✓		N/A	N/A			N/A	N/A	N/A	Contained within Combined IG Policy
39	Freedom of information publication scheme - Included in Information Governance Policy)	Management: Section 12	✓		N/A	Governing Board		Governing Board	N/A	N/A	N/A	
40	Appraisal Policy - Support Staff	HR: Section 11	✓		Annually	N/A		Headteacher	20/11/2024	01/11/2025	01/11/2025	
41	Appraisal Policy - Teaching Staff	HR: Section 10	✓		Annually	N/A		Headteacher	20/11/2024	01/11/2025	01/11/2025	