



**NPW Governor Services
Academy
Compliance Calendar (2017/18)**

for

??? *Trust*

Compliance Calendar

Autumn Term - Constitutional, Audit & Accounting, Employment & School Self-Evaluation

Statutory Tasks

Task	Actioned by	Review Date	Date Completed
Review school performance and set pupil performance targets*		Annual	
Monitor attendance and set targets*		Annual	
Approve annual accounts		Annual	
Response to auditor's management letter			
'Dear Accounting Officer' letter reviewed		Annual	
Review financial and accounting policies and control framework		Board to decide review periods	
Appointment of auditor		Board to decide review period	
Agree internal audit plan		Annual	
Review whistleblowing policy		Board to decide review period	
Approve Trust Strategic Plan		Board to decide plan duration	
Update School Self-Evaluation Review *		At least annual	
Approve Academy 1-year Development Plan		Board to decide plan duration	
Approve Academy 3-year Development Plan			
Review Teacher Appraisal policy *		Board to decide review period	
Review performance of CEO		Annual	
Review pay policy *		Annual	
Review staff pay *		Annual	
Review capability procedures *		Board to decide review period	
Ensure procedures in place for dealing with allegations against staff		Board to decide review period	
Elect a Chair and Vice-Chair (including LGB & Committee Chairs and Vice-Chairs)		Annual	
Agree committee membership			

Review scheme of delegation and terms of reference		Annual	
Review Pecuniary Interests Scheme, update registration forms and publish interests, attendance and governance structure on the school and Trust's website		Annual	
Review trustees and members to ensure that no more than 19.9% are Local Authority Associated People.		At least annually.	
Review trustees and members to ensure that the number employed by the trust are compliant with articles 12(member) and 50 (trustees)			
Review freedom of information publication scheme		Every 3 years	
Consider changes to admissions policy for consultation		Annual	
Carry out consultation on and approve admissions policy		At least every 7 years regardless of whether policy changes	
Make arrangements for AGM		Annual if applicable	
Monitor budget		Termly	
Monitor effectiveness of pupil premium spending		Termly	
Review risk register		Termly	
Review staff disciplinary, conduct and grievance procedures		Board to decide review period	
Approve school term and holiday dates for the forthcoming year.			

* Not statutory for academies, but recommended

Other Tasks(Unless stated otherwise the recommendation is that these are reviewed once every 3 years unless stated otherwise)

Task	Actioned by	Review Date	Date Completed
Carry out skills audit of governing board membership		DfE recommend annual review	
Monitor Academy 1-year Development Plan		Termly	

Compliance Calendar
Spring term - Policies/issues relating to pupils and parents
Statutory Tasks

Task	Actioned by	Review Date	Date Completed
Approve written statement of principles to guide school behaviour policy		Board to decide review period	
Ensure behaviour policy in place and properly pursued		Board to decide review period	
Ensure compliance with the school information regulations for publishing key information on school's website		At least annually or when updated information published	
Review Early Years Foundation Stage policies to ensure compliance with (EYFS) statutory framework		Board to decide review period	
Publish equality information and objectives		Every 4 years (3rd set of objectives by 6 April 2020)	
Publish progress against equality objectives.		Annual	
Report on gender pay differentials (MATs with over 250 employees)		Annually	
Review SEN Policy		Annual	
Publish SEN information report		Annually	
Review policy for supporting pupils with medical conditions		Board to decide review period	
Early help, safeguarding and child protection policy		Annual	
Policy for looked after children		Board to decide review period	
Community & religious ethos & values policy			
Review sex education policy (does not apply to nurseries)		Board to decide review period	
Review data protection policy (NB: changes due May '18 through GDPR)		Biennial	
Review complaints procedure		Board to decide review period	
Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place		Annual	
Approval of admissions arrangements (by 28 Feb)			

Task	Actioned by	Review Date	Date Completed
Hold AGM		Annual	
Monitor the budget		Termly	
Monitor effectiveness of pupil premium spending		Termly	
Monitor effectiveness of sports premium spending		Annual	
Review risk register		Termly	
Review premises management documents.		Board to decide review period	
Review central record of recruitment and vetting checks.			

Other Tasks*(Unless stated otherwise the recommendation is that these are reviewed once every 3 years unless stated otherwise)*

Task	Actioned by	Review Date	Date Completed
Review Home-School Agreement (if in place)		Board to decide review period	
Review arrangements for teaching RE and for a daily act of collective worship			
Monitor academy 1-year development plan		Termly	

Compliance Calendar

Summer Term - Budget, SDP, Site and General Policies

Statutory Tasks

Task	Actioned by	Review Date	Date Completed
Set annual Trust budget		Annual	
Trust leadership structure			
Academy Staff structure			
Trust 3-year budget			
Academy annual budget plan			
Academy 3 year budget plan			
Review Financial Scheme of Delegation		Annual	
Review capital plan and consider any CIF bids*			
Review Charging and Remissions policy		Board to decide review period	
Review Health & Safety Policies (including first aid)		Board to decide review period	
Ensure fire risk assessment is carried out and fire precautions are in place		Annual	
Review Accessibility Plan		Triennial	
Review Governance Structures		Annual	
Review Board and committee effectiveness		Annual	
Monitor budget (Trust outturn forecast to be submitted by 18 May)		Termly	
Monitor effectiveness of pupil premium spending		Termly	
Review risk register		Termly	

Other Tasks*(Unless stated otherwise the recommendation is that these are reviewed once every 3 years unless stated otherwise)*

Task	Actioned by	Review Date	Date completed
Monitor Academy 1-year Development Plan		Termly	