



NPW Governor Services
Maintained School
Compliance Calendar (2017/18)

for

***Name* School Governing Board**

Compliance Calendar

Autumn Term - Constitutional, 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	
Update School Self-Evaluation Review		At least annual	
Approve School Development Plan		GB to decide plan duration	
Review Teacher Appraisal policy		GB to decide review period	
Review performance of Head Teacher	Performance Management Committee	Annual	
Review pay policy		Annual	
Review staff pay		Annual	
Review capability procedures		GB to decide review period	
Ensure procedures in place for dealing with allegations against staff		GB to decide review period	
Elect a Chair and Vice-Chair		Annual (unless agreed otherwise)	
Review delegation of functions and committee memberships and terms of reference		Annual	
Review Pecuniary Interests Scheme, update registration forms and publish interests, attendance and governance structure on the school's website		Annual - recommended by Internal Audit	
Review freedom of information publication scheme		Every 3 years	
Review governors' expenses policy		GB to decide review period	
Consider changes to admissions policy for consultation – see spring term (<i>Aided and foundation only</i>)		At least every 7 years	
Monitor budget		Termly	
Monitor effectiveness of pupil premium spending		Termly	

Review staff disciplinary, conduct and grievance procedures (if not reviewed in Summer '17)		GB to decide review period	
Approve school term and holiday dates			

* Target setting is now discretionary, but recommended by DfE

Other Tasks(Unless stated otherwise the LA recommends these are reviewed once every 3 years unless stated otherwise)

Task	Actioned by	Review Date	Date Completed
Review whistleblowing policy		GB to decide review period	
Carry out skills audit of governing board membership		DfE recommend annual review	
Monitor school 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		GB to decide review period	
Ensure behaviour policy in place and properly pursued		GB 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		GB to decide review period	
Publish equality information and objectives		Every 4 years (3 rd set of objectives by 6 April 2020)	
Publish progress against equality objectives.		Annual	
Review SEN Policy		GB to decide review period	
Publish SEN information report		Annually	
Review policy for supporting pupils with medical conditions		GB to decide review period	
Review Child Protection Policy		Annual	
Review safeguarding procedures and policies		Annual	
Review sex education policy (does not apply to nurseries)		GB to decide review period	
Review data protection policy (NB: changes due May '18 through GDPR)		Biennial	
Review complaints procedure		GB to decide review period	
Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place		Annual	
Carry out consultation on and approve admissions policy (<i>Aided and Foundation only</i>)		At least every 7 years regardless of whether policy changes	

Task	Actioned by	Review Date	Date Completed
Complete Schools Financial Value Standard (SFVS) and review financial management structure		Annual	
Monitor the budget		Termly	
Monitor effectiveness of pupil premium spending		Termly	
Monitor effectiveness of sports premium spending		Annual	
Review central record of recruitment and vetting checks.			

Other Tasks (Unless stated otherwise the LA recommends these are reviewed once every 3 years)

Task	Actioned by	Review Date	Date Completed
Review Home-School Agreement (if in place)		GB to decide review period	
Review arrangements for teaching RE and for a daily act of collective worship			
Review policies to support vulnerable pupils			
Review Food policy			
Review Health Education policies			
Monitor school development plan		Termly	

Compliance Calendar

Summer Term - Budget, SDP, Site and General Policies

Statutory Tasks

Task	Actioned by	Review Date	Date Completed
Set annual budget and staffing structure		Annual	
Review Charging and Remissions policy		GB to decide review period	
Review Health & Safety Policies		GB to decide review period	
Ensure fire risk assessment is carried out and fire precautions are in place		Annual	
Review premises management documents.		GB to decide review period	
Review Accessibility Plan		Triennial	
Monitor effectiveness of pupil premium spending		Termly	

Other Tasks (Unless stated otherwise the LA recommends these are reviewed once every 3 years)

Task	Actioned by	Review Date	Date completed
Review lettings policy			
Monitor School Development Plan		Termly	