

# 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
iusn	Actionist by	IVEAIGN DUIC	Completed
Review school performance		Annual	Completed
and set pupil performance		Ailidai	
targets*			
Monitor attendance and set		Annual	
targets*		7 ti ii idai	
Update School Self-Evaluation		At least annual	
Review			
Approve School Development		GB to decide	
Plan		plan duration	
Review Teacher Appraisal		GB to decide	
policy		review period	
Review performance of Head	Performance	Annual	
Teacher	Management Committee		
Review pay policy		Annual	
Review staff pay		Annual	
Review capability procedures		GB to decide	
		review period	
Ensure procedures in place for		GB to decide	
dealing with allegations against		review period	
staff			
Elect a Chair and Vice-Chair		Annual (unless	
		agreed	
		otherwise)	
Review delegation of functions		Annual	
and committee memberships			
and terms of reference		Annual -	
Review Pecuniary Interests		recommended	
Scheme, update registration forms and publish interests,			
attendance and governance		by Internal Audit	
structure on the school's		Addit	
website			
Review freedom of information		Every 3 years	
publication scheme		2 70.7 0 704.0	
Review governors' expenses		GB to decide	
policy		review period	
Consider changes to		At least every	
admissions policy for		7 years	
consultation – see spring term			
(Aided and foundation only)			
Monitor budget		Termly	
Monitor effectiveness of pupil		Termly	
premium spending			

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

<sup>\*</sup> 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)

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Task	Actioned by	Review Date	Date
			Completed
Review whistleblowing policy		GB to decide	
		review period	
Carry out skills audit of		DfE recommend	
governing board membership		annual review	
Monitor school development		Termly	
plan			

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

Approve written statement of principles to guide school behaviour policy in place and properly pursued Ensure compliance with the school information regulations for publishing key information on school's website Poundation Stage policies to ensure compliance with (EYFS) statutory framework Publish equality information and objectives against equality objectives.  Review SEN Policy  Publish Progress against equality objectives.  Review SEN information report and provided review period  Review period  Review period  GB to decide review period  Every 4 years (3rd set of objectives by 6 April 2020)  Publish progress against equality objectives.  Review SEN Policy  GB to decide review period  Annual  GB to decide review period  Review period  Review period  Review Child Protection Policy  Review Sen GB to decide review period  Annual  Review safeguarding procedures and policies  Review data protection policy (does not apply to nurseries)  Review data protection policy (NB: changes due May '18 through GDPR)  Review complaints procedure  Ensure arrangements for statutory assessments and for issuing progress reports to parents are in place  Carry out consultation on and approve admissions policy of whether policy	Task	Actioned by	Review Date	Date Completed
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(Aided and Foundation only) of whether policy	1		•	
	( add and realidation only)		changes	

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

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

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Task	Actioned by	Review Date	Date Completed
Review Home-School		GB to decide	
Agreement (if in place)		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		Termly	
plan			

#### **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	