

## STATUTORY POLICIES AND DOCUMENTS – REVIEW DATES AND COMMITTEE CYCLES

UPDATED SEPTEMBER 2017

Policy Level	Description
1	<u>ODST Trustee Policy</u> (Not applicable for schools)
2	<u>ODST Statutory Policy</u> ( <b>ALL</b> Schools with no change allowed to core text. Changes to school name and school's usual sign-off and review date reminders allowed)
3	<u>ODST Statutory Policy Guidance</u> (ALL Schools require a policy on this topic/area. All local governing bodies will follow and have due regard to this guidance when drafting their local policy)
4	<u>ODST Policy Guidance</u> (Schools may use this to inform the drafting of their non-statutory policy)
5	<u>ODST Non-Statutory Document or Framework</u> (a document produced to support leaders and governors in their consideration of guidance or support for routines and activities in various areas of the school)

3 Charging and remissions – at <b>school level only</b>
Academy Improvement Committee (AIC)
2 School behaviour
Curriculum & Ethos (CE) (reviewed autumn 2016)
2 Relationship and sex education
CE (reviewed summer 2016)
3 Special education needs – <b>annual – by school</b>
CE
2 Teachers pay – <b>annual</b>
Teachers' appraisals – <b>annual</b>
Pay & Personnel (PP) – (summer/autumn 2017)
3 Data protection – <b>every 2 years</b> ; last done Oct 2013
FIN (Finance) (reviewed spring 2017)
2 Health and safety – adopted Oct 2013 with undertaking to review Oct 2015; no statutory requirements regarding the frequency of review
FIN (reviewed spring 2017)
3 Curriculum - <b>annual</b>
CE (summer term 2018)
<b>Other statutory documents</b>

2 Admission arrangements – <b>annual</b>
AIC (spring term 2018)
2 Accessibility plan – <b>every three years</b> . Currently in place for 2013-16
PP ( 2017-2020 due)
2 Central record of recruitment and vetting checks – <b>frequent and ongoing review</b>
AIC
3 Complaints procedure statement – <b>no fixed timescales</b>
AIC/PP
2 Freedom of information
FIN (autumn 2017)
Home-school agreement - no longer statutory
NA
3 Minutes of, and papers considered at meetings of the governing body and its committees – paper signed records have to be retained for fixed periods but it is not statutory to have records published on websites
LGBs (Local Governing Bodies)
4 Premises management documents – at school level
FIN
3 Equality information and objectives – <b>review every four years</b> ; information requested to be <b>published annually</b>
PP (summer/autumn 2018)
3 School information to be published on website – ongoing and also at school level
CE and LGBs
3 Register of business interests of headteachers and governors – <b>annual</b>
FIN (autumn 2017)
3 Register of pupils' admission to school – at each school's level, ongoing
AIC
3 Register of pupils' attendance - at each school's level, ongoing
AIC
3 Staff discipline, conduct and grievance (procedures for addressing) – no statutory review timescales
PP (Grievance) due 2017
<b>Documents necessary and as referred to in statutory guidance</b>
2 Child protection policy and procedures – <b>annual</b>
AIC (autumn 2017)
2 Professional code of conduct for staff
CE (reviewd spring 2017)
3 Early Years Foundation Stage – only at individual school level
AIC
2 Statement of procedures for dealing with allegations of abuse against staff
PP/CE (completed February 2017)
3 Supporting pupils with medical conditions – at school level
CE and LGBs