

# CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



## BOARD OF GOVERNORS' REVIEW OF COMPLETION OF STATUTORY DUTIES 2022-2023

DUTY	COMPLETED	ACTION
Determine admission arrangements annually including PAN and oversubscription criteria. Ensure admissions comply with School Admissions Code and are fair clear and objective	YES. 2023-24 and 2024-25 approved. See FGB minutes 13-10-2022.	Review 2024-25 policy and approve 2025-26 policy in October 2023 FGB
Ensure school has policies aimed at promoting good behaviour and discipline including a statement of general principles. Ensure policy defines sanctions and what happens when exclusions are applied and/or appealed.	YES. Policy discussed and approved. T&L minutes 20-10-2022.	
Ensure school has up to date RSE policy (2019 version).	YES. New policy in place Dec 2021.	Policy due for review November 2023.
Ensure enough teaching time is available to cover the National Curriculum requirements and that the whole curriculum is broad and balanced.	YES. Confirmed in Ofsted report Nov 2019.	Impact of SDP 2022-23 focus on implementation of Gold Standard curriculum to be reviewed in FGB October 2023.
Ensure assessment arrangements are implemented.	YES. CoG invigilated all KS2 statutory tests in May 2023.	Statutory assessment process and results reviewed in FGB and T&L meetings Autumn term 2023.
Ensure all Trust dealings comply with Charity law	YES. Minutes of meetings available.	Repeat 2023-24.
Approve a balanced budget and submit /agree any deficit with in advance with LA/ complete SFVS.	YES. Budget 2023-24 and SFVS approved. FGB minutes 25-04-2023.	SBM to continue to provide 3 year projections in future.
Maintain full register of interests and ask for updates and conflicts of interest at each meeting.	YES. Governor info on Governor Hub. Minutes of all GB meetings confirm compliance.	Continue
Monitor impact of PPG  Monitor impact of SPG	YES. PPG & SPG link governor HW – reports on Governor Hub.	Impact report/evaluation of PPG & SPG Strategies to be looked at again in Autumn 2023 FGB/Resources meetings.
Provide audit returns to LA for voluntary funds.	YES. Audit report for year end Aug	Continue with current arrangements.

	2022 approved. See Resources minutes 18-04- 2023.	
Cooperate with any LA audit process	YES. LA Audit report received Sep 2021, signed off Jan 2023 -- Resources minutes 24-01- 2023.	
Maintain an asset inventory including setting out for disposal of assets.	YES. See Resources minutes 6-04- 2022.	Review risk register Autumn 2023 – Resources committee.
Maintain a risk register and review annually		
Comply with school governance regulations	YES. Strategic function reviewed FGB 13- 10-2022.	
Hold FGB meetings at least 3 times annually	YES. For 2022-23 year: FGB – 5 meetings Resources – 6 T & L– 3 Pay Committee- 1	
Elect chair and vice chair annually	YES. FGB minutes 13-10-2022.	Repeat September 2023.
Appoint a clerk	YES. Professional clerking service first purchased with Black Pear Trust Summer 2021.	Review service with Black Pear Trust annually.
Determine constitution/terms reference of committees and elect chairs	YES. See FGB minutes 13-10- 2022.	Repeat September 2023.
Ensure all statutory policies /documents in place	YES. See schedule on Gov Hub and minutes from meetings.	Updated schedule in place on Gov Hub.
Ensure school website compliance	YES.	CoG to review website compliance again in Autumn 2023.
Hold a complaints policy according to 2019 regs and consider complaints according to it.	YES. Policy reviewed, see FGB minutes 27- 01-2022.	
Comply with the FOI act.	YES. Link governor KB.	Continue

Ensure school has a Health and Safety policy and complies with H and S at Work Act/ LA requirements	YES. Link governor AS. H&S policy reviewed - see Resources minutes 24-01-2023.	Regular H & S walks to continue.
Provide paid for lunches for registered pupils and free lunches for all entitled	YES.	Monitor cost and quality in light of cost of living increases – Resources Autumn 2023.
Ensure a staff code of conduct is in place	YES. See minutes FGB 13-10-2022.	
Ensure there is a designated LAC staff member	YES. (JE)	Reports termly to FGB
Ensure compliance with equality Act and Public Sector equality Duty including publishing objectives and reviewing annually.	YES. Single Equalities Policy Nov 2020. Objectives reviewed in T&L meeting 15-05-23	
Ensure policy for pupils with medical conditions in place.	YES. Policy reviewed – Resources minutes 18-04-2023.	
Ensure school complies with statutory safeguarding regs. Ensure we have a safeguarding link governor. Ensure school follows LA requirements for safeguarding. Ensure Chair of Govs liaises with LA re any allegations against HT. Ensure CP policy in place. Ensure DSL and deputies in place. Ensure procedures in place to handle allegations against staff/children/others. Ensure adequate support in place for any staff member against whom allegations are made.	YES. Safeguarding link governor KB latest report Feb 2023. HT reports to GB termly – see FGB minutes. Safeguarding Policy approved – see FGB minutes 13-10-2022.	
Ensure we have a link governor for SEND who monitors provision. Ensure arrangements made for all with SEND and that parents know. Ensure SEND information report published on line. Ensure SENDCO is qualified teacher. Ensure we cooperate with the local offer and follow the Code of Practice for SEND.	YES. PM reports – see T&L minutes.  YES. JE.	
Ensure we have a panel to appoint HT and DHT posts. Ensure safer recruitment checks are made, at least one member of any interview panel has SR training, and that enough governors have SR training.	YES. Policy.  YES. External audit. Currently two governors SR trained.	

<p>Comply with STPCD. Take account of employment law and guidance. Ensure Pay Policy current. Determine appraisal periods for all staff. Set HT appraisal panel. Appoint external adviser for HT appraisal. Ensure HT knows which standards apply to appraisal. Set HT objectives. Make HT pay recommendations. Provide written report of HT appraisal. Ensure appraisal for staff is documented and HT carries out duties. Consider pay recommendations by HT and scrutinise anonymised objectives.</p>	<p>YES. All policies reviewed 2022-23 – see FGB &amp; Resources mins. HT appraisal carried out – FGB minutes 13-10-2022. Pay Committee minutes 23-11-2022.</p>	<p>Policies updated Autumn 2023 – FGB and Resources.</p> <p>HT appraisal to be arranged with external advisor – October 2023.</p>
<p>Gill Griffiths, Chair of Governors, June 2023</p>		