CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

BOARD OF GOVERNORS' REVIEW OF COMPLETION OF STATUTORY DUTIES 2025-2026

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. 2027-28 approved. See FGB minutes 22-09-2025	Review 2027-28 policy and approve 2028-29 policy in Autumn 2026 FGB meeting
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. See FGB minutes 26-01-2024	Due to be reviewed Spring 2027.
Ensure school has up to date RSE policy (2026 version).	YES. New policy in place. See FGB minutes 13-07-2026	Policy reviewed every 2 years, due next in Summer 2028.
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 February 2025.	
Ensure assessment arrangements are implemented.	YES. Governor involved in invigilating all KS2 statutory tests in May 2026	Statutory assessment process and results reviewed in FGB meetings Summer & Autumn terms 2026.
Ensure all Trust dealings comply with Charity law	YES. Minutes of meetings available.	Repeat 2026-27.
Approve a balanced budget and submit /agree any deficit with in advance with LA/ complete SFVS.	YES. Budget 2026-27 and SFVS approved. See FGB minutes 20-04-2026	
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 2026 FGB/Resources meetings.
Provide audit returns to LA for voluntary funds.	YES.	Continue with current arrangements.

Cooperate with any LA audit process	YES. Last 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. Maintain a risk register and review annually	YES. See Resources minutes 6-04-2022.	Review risk register Autumn 2026 – Resources committee.
Comply with school governance regulations	YES. Strategic function, Scheme of Delegation & Code of Conduct reviewed. See FGB minutes 22-09-2025.	
Hold FGB meetings at least 3 times annually	YES. For 2025-26 year: FGB – 5 meetings Resources – 4 Pay Committee- 1	
Elect chair and vice chair annually	YES. FGB minutes 22-09-2025.	Repeat September 2026.
Appoint a clerk	YES. Professional clerking service first purchased with Black Pear Trust Summer 2021. Last renewal approved July 2025.	Move to SIPS for governor support services from September 2026.
Determine constitution/terms reference of committees and elect chairs	YES. See FGB minutes 22-09-2025.	Repeat September 2026.
Ensure all statutory policies /documents in place Ensure school website compliance	YES. See schedule on Gov Hub and minutes from meetings. YES. Report shared FGB 01-12-2025.	Updated schedule in place on Gov Hub. CoG to review website compliance again in Autumn 2026.
Hold a complaints policy according to 2019 regs and consider complaints according to it.	YES. Policy reviewed, see FGB minutes 23-10-2024.	Complaints policy due for renewal October 2026.
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 24-11-2025.	Regular H & S walks to continue.
Provide paid for lunches for registered pupils and free lunches for all entitled	YES.	Look at developing a School Food policy Autumn 2026
Ensure a staff code of conduct is in place	YES. See minutes FGB 22-09-2025.	
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 June 2023. Objectives reviewed in FGB meeting 13-07-2026	Equalities objectives reviewed annually – next review July 2027
Ensure policy for pupils with medical conditions in place.	YES. Policy reviewed – Resources minutes 18-03-2026.	
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 July 2026. HT reports to GB termly – see FGB minutes. Safeguarding Policy approved – see FGB minutes 22-09-2025.	
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 FGB minutes 13-07-2026. 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 four governors SR trained.	

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.	YES. All policies reviewed 2025-26 – see FGB & Resources mins. HT appraisal carried out 09-10-2025. Pay Committee minutes 19-11-2025.	Policies updated Autumn 2026 – FGB and Resources. HT appraisal arranged with external advisor – October 2026.
Gill Griffiths, Chair of Governors, July 2026		