

# CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL



## BOARD OF GOVERNORS' REVIEW OF COMPLETION OF STATUTORY DUTIES 2020-21

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 9/20 See minutes	Repeat 9/21
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, reviewed 10/18 See website.	Full review underway for 7/21 internally, the policy review due 10/21
Ensure school has up to date RSE policy (2019 version).	Yes. New policy in place from 12/19	Review situation at 12/21 Note change re engagement from Sept 21
Ensure enough teaching time is available to cover the National Curriculum requirements and that the whole curriculum is broad and balanced.	Yes. See Ofsted report Nov 2019. Pandemic restrictions have had impact 20-21	New curriculum in place. Recovery Curriculum developed and implemented during pandemic. Review due 12/21
Ensure assessment arrangements are implemented.	No external this year due to pandemic	Assuming renewal 2022
Ensure all Trust dealings comply with Charity law	Yes – Chair and Vice attended AGM 5/19 and OGM 3/21.see minutes.	Repeat 2022
Approve a balanced budget and submit /agree any deficit with in advance with LA/ complete SFVS.	Yes SFVS completed HW/GG and submitted May 21. Deficit in 2020 removed by gov action plan and 2021-22 budget forecasts all surplus.	Bursar 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 9/20 See minutes	Continue
Monitor impact of PPG  Monitor impact of SPG	Yes PM has reviewed 2020. JE reports on website. HW has taken up PPG gov role from 5/21..see minutes.	Repeat by 10/21. Monitor carefully impact of pandemic on spending.
Provide audit returns to LA for voluntary funds.	Yes. See audit/ minutes.	Continue with current accountant.
Cooperate with any LA audit process	Yes. Requested audit, and in train for 6/21	No full audit done for years. Random sampling on individual transactions only by LA. Govs did not deem this adequate, see left.
Maintain an asset inventory including setting out for disposal of assets.  Maintain a risk register and review annually	Yes. MK link gov.	Review 10/21. HW to take on Risk register role. <b>Business Continuity Plan under res Comm control.</b>
Comply with school governance regulations	Yes. See minutes/terms and policies.	Ensure all governors hold Competency Framework
Hold FGB meetings at least 3 times annually	Yes (4)	
Elect chair and vice chair annually	Yes 9/20 Co vice chairs JPo/IP appointed	Repeat 9/21
Appoint a clerk	Yes. Review of clerking underway.	
Determine constitution/terms reference of committees and elect chairs	Yes 9/20. See terms.	Repeat 9/21
Ensure all statutory policies /documents in place  Ensure school website compliance	Yes. All reviewed to schedule bar some delays due to Covid. Yes IP/JPo	Updated schedule in place on Gov Hub.  Confirm staff member responsible for continuous update.
Hold a complaints policy according to 2019 regs and consider complaints according to it.	Yes. No complaints over last 15 months.	

Comply with the FOI act.	Yes. KB checks. See minutes.	
Ensure school has a Health and Safety policy and complies with H and S at Work Act/ LA requirements	Yes. MK monitors. See minutes.	Repeat 10/21
Provide paid for lunches for registered pupils and free lunches for all entitled	Yes	Monitor. Review impact of pandemic.
Ensure a staff code of conduct is in place	Yes. Reviewed 10/18 by EJ	Monitor. Due EJ review 10/21.
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 reviewed EJ 10/18. Objectives reviewed annually.	Review 7/21 PM/JG due to review access plan 10/21
Ensure policy for pupils with medical conditions in place.	Yes. Reviewed by PM 10/18	Review 10/21
Ensure school complies with statutory safeguarding regs. Ensure we have a safeguarding link governor. Ensure school follows LA requirements for safeguarding. Ensure Chair of Gvs 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. All reviewed Autumn 2018.	Annual external safeguarding audit completed 3/19. Repeated 3/20. <b>Query 2021-KB</b>
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.  Yes. JE.	Six monthly check now moved to annual following external review by project Board/Interim Ofsted. Completed 11/20. Due 11/21. Note amendments if ARC developed.
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.	Provide SR training for at least two more governor. <b>IP to coordinate.</b>
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.	Yes. All policies reviewed 10/20.	Review to be done September from 2021.

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.	SC/PM/IP/PG were HT panel . Interim review completed.	HT appraisal dates to be brought forward.
P McMeeking 2/6/21		