

## SOUTHFIELDS GOVERNOR POLICY AND PROCEDURES APPROVAL PLAN 2021-2022

Term	Autumn	Spring	Summer
<b>Governors Annual Policies to sign &amp; procedures to be aware of</b>	<ul style="list-style-type: none"> <li>• Southfields Primary School Pay Policy</li> <li>• Safeguarding and Child Protection procedures for dealing with allegations of abuse against staff</li> <li>• Instrument of government</li> <li>• Register of business interests of headteachers and governor (ongoing)</li> <li>• Single central record of recruitment and vetting check (SG &amp; HT)</li> <li>• Written Statement of Behaviour Principles (Q &amp; S)</li> </ul>	<ul style="list-style-type: none"> <li>• Admissions Procedures</li> <li>• Staff discipline, conduct &amp; grievance</li> <li>• Register of business interests of headteachers and governor (ongoing)</li> <li>• Special educational needs &amp; disability</li> <li>• Supporting pupils with medical conditions</li> <li>• Health and safety (H &amp; S)</li> <li>• Charging and Remissions (R &amp; M)</li> <li>• Teachers' Appraisal Policy (PC)</li> <li>• Capability of staff (PC)</li> <li>• Single central record of recruitment and vetting check (SG &amp; HT)</li> </ul>	<ul style="list-style-type: none"> <li>• Early Career Teacher Policy</li> <li>• Children with health needs who cannot attend school</li> <li>• Designated teacher for looked-after and previously looked-after children</li> <li>• Register of business interests of headteachers and governor (ongoing)</li> <li>• Sex and relationships education (Q &amp; S)</li> <li>• First aid in schools (H &amp; S)</li> <li>• Single central record of recruitment and vetting check (SG &amp; HT)</li> </ul>
<b>Governors every 2/3 years</b>		<ul style="list-style-type: none"> <li>• Complaints (COG due 2023)</li> <li>• Early Years Foundation Stage (Biennially Q &amp; S due 2023)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Headteacher to monitor</b>	<ul style="list-style-type: none"> <li>• School information published on a website</li> <li>• Register of pupils' admission to school and attendance (SIMS LIVE DOCUMENT)</li> <li>• Equality Information &amp; Objectives</li> <li>• Behaviour &amp; Discipline Policy &amp; Addendum</li> </ul>	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Register of pupils' admission to school and attendance (SIMS LIVE DOCUMENT)</li> <li>• Freedom of Information Publication Scheme</li> <li>• Premises Management Documents</li> </ul>	<ul style="list-style-type: none"> <li>• Accessibility plan (3 yearly due Summer 2022)</li> <li>• Register of pupils' admission to school and attendance (SIMS LIVE DOCUMENT)</li> <li>• School Exclusions Policy</li> </ul>

GB – Governing Body

PC - Pay Committee

Q & S – Quality and Standards Committee

COG – Chair of Governors

H&S – Health and Safety Governor

SG – Safeguarding Governor

R & M – Resource and Management Committee

SENG – SEN Governor