

Annex 1 - School Governing Bodies: Policies and Documents

Statutory Policies/Procedures	Refer to
<p>Admissions Policy Voluntary Aided and Foundation schools. Also Community and Controlled schools if the LA transfers the responsibility to them</p> <p><i>Part 3 School Standards and Framework Act (SSFA) 1998, Code on School Admissions 2009</i></p>	<p>Chapter 14 Admissions</p>
<p>Charging Policy All schools</p> <p><i>Section 457 Education Act 1996</i></p>	<p>Chapter 17 Charging for School Activities</p>
<p>Child Protection/Safeguarding Children in Education</p> <p>All Schools</p> <p><i>The Education Act 2002, Section 175 Safeguarding Children - The Role of Local Authorities and Governing Bodies.</i></p>	<p>Chapter 25 Health, Safety and Welfare</p>
<p>Complaints Policy and Procedures All Schools</p> <p><i>Section 29 of the Education Act 2002 Guidance found in National Assembly for Wales Circular 03/2004 – School Governing Bodies Complaints Procedures.</i></p>	<p>Chapter 12 Complaints and Whistleblowing</p>
<p>Curriculum Policy All Schools</p> <p><i>School Government (Terms of Reference) (Wales) Regulations 2000</i></p>	<p>Chapter 11 The Curriculum</p>
<p>Equal Opportunities Policies – including</p> <ul style="list-style-type: none"> • Disability Equality Scheme • Gender Equality • Race Equality <p>All schools</p> <p>All Legislation relating to Equal Opportunities is listed under Chapter 9 of this Guide.</p>	<p>Chapter 9 Equal Opportunities and School Governors</p>

Statutory Policies/Procedures	Refer to
<p>Health & Safety Policy Voluntary Aided and Foundation Schools</p> <p>See Chapter 17 of the School Governors Guide to the Law for relevant Legislative listings.</p> <p><i>The LA is responsible for setting the policy in Community, Community Special and Controlled Schools (Refer to Chapter 17 of the Governors Guide to the Law for legislative position and listings).</i></p>	<p>Chapter 25 Health, Safety and Welfare</p>
<p>School Teachers' Pay and Conditions Policy All Schools</p> <p>School Teachers' Pay and Conditions Document</p>	<p>Chapter 10 Staffing</p>
<p>Performance Management All Schools</p> <p><i>School Government (Terms of Reference) (Amendment)(Wales) Regulations 2002</i> <i>School Teacher Appraisal (Wales) Regulations 2002</i></p>	<p>Chapter 10 Staffing</p>
<p>Pupil Behaviour and Discipline (including Anti Bullying) Policy All schools must keep a written statement of general principles on behaviour and discipline.</p> <p><i>School Standards and Framework Act 1998 section 61</i></p>	<p>Chapter 15 Behaviour and Attendance</p>
<p>Sex Education All schools</p> <p><i>Section 404 of Education Act 1996 requires schools to have a policy. Primary Schools are not required to include sex education in the school's curriculum by virtue of Section 101 of the Education Act 2002.</i></p>	<p>Chapter 11 The Curriculum</p>
<p>Special Educational Needs Policy All schools.</p> <p><i>Education (Special Educational Needs) (Information) Regulations 1999.</i></p>	<p>Chapter 13 Children with Additional Educational Needs</p>

Statutory Policies/Procedures	Refer to
<p>Staff Discipline, Conduct, Capability and Grievance Procedures All schools.</p> <p><i>Staffing of Maintained Schools (Wales) Regulations 2006</i></p>	Chapter 10 Staffing

Non Statutory Recommended Policies	Refer to
<p>Health & Safety Policy The LA is responsible for setting the policy in community, community special and voluntary controlled schools but the governing body also has responsibilities under Health & Safety legislation.</p>	Chapter 25 Health Safety and Welfare
<p>Sustainable Development All schools</p>	Chapter 11 The Curriculum
<p>School Uniform All schools</p>	Chapter 16 School Uniform and Appearance Policies
<p>Whistleblowing Policy All Schools</p>	Chapter 12 Complaints and Whistleblowing
<p>Whole School Food and Fitness Policy From Sept 2008</p>	Appetite for Life Action Plan - WAG Information Document No 26/2007

Statutory Documents/Information	Refer to
<p>Accessibility Plan All Schools</p> <p><i>Disability Discrimination Act 1995 (as amended by the Special Needs and Disability Act 2001) DDA, Part IV. DDA, part III.</i> <i>Planning to Increase Access to Schools for Disabled Pupils – NAFW Circular 15/2004.</i></p>	Chapter 9 Equal Opportunities and School Governors Chapter 13 Children with Additional Learning Needs
<p>Action Plan following School Inspection All schools</p> <p>The Education (School Inspection) (Wales) Regulations 2006 (W 176)</p>	Chapter 23 Inspection

Statutory Documents/Information	Refer to
<p>Annual Governors' Report All schools</p> <p><i>Education Act 2002, Section 30</i></p>	<p>Chapter 5 The Annual Report and Annual Meeting Chapter 6 Providing Information</p>
<p>Careers Education and Information All secondary schools must provide work-related education during key stage 3 and key stage 4. Section 101 Education Act 2002</p>	<p>Chapter 11, The Curriculum</p>
<p>Freedom of Information Publication Scheme All schools</p> <p>Section 19 of the Freedom of Information Act 2000.</p>	<p>Chapter 6 Providing Information</p>
<p>Governors' Allowances (Schemes for payment of) All schools <i>Governors Allowances (Wales) Regulations 2005</i></p>	<p>Chapter 7 Support and Training for Governors</p>
<p>Home School Agreements All schools</p> <p><i>Sections 110 and 111 of the SSFA 1998</i></p>	<p>Chapter 15 Behaviour and Attendance (especially Inclusion and Pupil Support, WAG Circular No 47/2006)</p>
<p>Instrument of Government All schools</p> <p><i>Section 20 Education Act 2002</i></p>	<p>Chapter 3 Governing Body Constitution</p>
<p>Managing Medicines All schools</p>	<p>Chapter 25 Health Safety and Welfare</p>
<p>Minutes and Papers of the Governing Body All schools (Reg 47 <i>The Government of Maintained Schools (Wales) Regulations 2005</i>)</p> <p><i>N.B. With the exception of references to business a governing body deems to be confidential.</i></p>	<p>Chapter 4 Governing Body Procedures and Meetings</p>
<p>Prospectus All schools</p> <p><i>Education (School Information) (Wales) Regulations 1999</i></p>	<p>Chapter 6 Providing Information</p>

Statutory Documents/Information	Refer to
<p>Register of Pupils All schools</p> <p><i>The Education (Pupil Registration) Regulations 1995 (amended)</i></p>	Chapter 15 Behaviour and Attendance
<p>Register of Business Interests of Governors and Head Teacher All schools</p> <p><i>The Education (LEA Financial Schemes) (Wales) Regulations 2004 schedule to Regulation 4, Paragraph 15</i></p>	Chapter 8 Managing the Budget
<p>Target Setting All schools</p> <p><i>The Education (School Performance and Absence Targets)(Wales) Regulations 1999</i></p>	Chapter 11 The Curriculum
<p>Transition Plan KS2 to KS3 All schools</p> <p><i>Transfer from Primary to Secondary Schools (Wales) Regulations 2006</i></p>	Guidance on the preparation of Key Stage 2 to Key Stage 3 Transition Plans NAFW C30/06

Non Statutory Recommended Documents	Refer to
<p>School Development/Improvement Plan All schools</p> <p><i>(Considered to be an essential document contributing towards the task of raising standards.)</i></p>	Chapter 2 Governing Bodies Powers and Duties
<p>Governor Development Plan All schools</p>	Chapter 7 Support and Training for Governors