

GOVERNORS' POLICIES AND DOCUMENTS AUDIT CHECK-LIST (as of 8 October, 2020)

Policy/Document	Statutory for maintained schools?	Reviewed by New Board-only structure, (from Feb 2019)	Date approved by Board (and/or Committees/SMT structure pre-Feb 2019)	Reiew cycle	Next review date
Accessibility & Equalities Plans	Yes	Business	22.06.18 (GB)	Biennial	Spring 20
Annual Scorecard		Business	11.12.19 (GB)	Annual	Autumn 20
Business Continuity Plan		Business	18.03.18 (RC + GB)	Triennial	Spring 21
Complaints Procedure	Yes	Business	30.01.19 (GB)	Triennial	Spring 22
Financial Scheme of Delegation		Business	27.03.20 (GB)	Triennial	Spring 23
Governor Responsible for Safeguarding Report		Business	11.06.19 (GB)	Annual	Summer 20
General Data Protection Regulation (GDPR) Report		Business	14.03.19 (GB)	Annual	Spring 20
Headteacher's Safeguarding Audit Report		Business	09.06.19 (GB)	Annual	Summer 20
Instrument of Government	Yes	Business	10.01.19 (GB)	Biennial	Autumn 20
Leavers' Destinations Report		Business	10.10.19 (GB)	Annual	Autumn 20
School Financial Values & Standards		Business	10.01.19 (GB)	Annual	Spring 21
School Offer		Business	10.10.19 (GB)	Annual	Autumn 20
Student Progress Analysis Report		Business	10.10.18 (GB)	Annual	Autumn 20
Support Staff Appraisal Report		Business	14.02.19 (GB)	Annual	Spring 20
Teachers' Appraisal Report		Business	14.02.19 (GB)	Annual	Spring 20
Team Spirit Management Report		Business	23.05.19 (SD)	Annual	Summer 20
Anti-Bullying Policy		Business	30.01.20 (GB)	Biennial	Spring 22
Behaviour Management Policy	Yes	Business	30.01.20 (GB)	Biennial	Spring 22
Data Protection Policy	Yes	Business	28.04.20 (GB)	Biennial	Spring 22
Educational Visits Policy		Business	14.02.19 (GB)	Triennial	Spring 22
E-Safety Policy		Business	16.05.19 (GB)	Biennial	Summer 21
Freedom of Information Policy	Yes	Business	28.04.20 (GB)	Biennial	Spring 22
Fire Safety Policy	Yes	Business	18.05.20 (GB)	Biennial	Summer 22
Governors' Visits Policy		Business	12.07.18 (GB)	Triennial	Summer 21

Health and Safety Policy		<i>Business</i>	<i>16.05.19 (GB)</i>	<i>Biennial</i>	<i>Spring 21</i>
Lone Working Policy		<i>Business</i>	<i>14.05.19 (GB)</i>	<i>Biennial</i>	<i>Summer 21</i>
Medicines Policy (<i>Whittington Health adopted</i>)	<i>Yes</i>	<i>Business</i>	<i>01.11.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22 (NHS cycle)</i>
Safeguarding & Child Protection Policy	<i>Yes</i>	<i>Business</i>	<i>30.01.20 (GB)</i>	<i>Annual</i>	<i>Spring 22</i>
Students and Volunteers Policy		<i>Business</i>	<i>28.04.20 (GB)</i>	<i>Annual</i>	<i>Spring 21</i>
Support Staff Pay Policy		<i>Business</i>	<i>17.10.20 (GB)</i>	<i>Annual</i>	<i>Summer 21</i>
Teachers' Pay Policy	<i>Yes</i>	<i>Business</i>	<i>17.10.20 (GB)</i>	<i>Annual</i>	<i>Summer 21</i>
Assessment, Recording & Reporting Policy		<i>Student Development</i>	<i>11.12.19 (GB)</i>	<i>Biennial</i>	<i>Autumn 21</i>
Attendance Policy		<i>Student Development</i>	<i>15.10.20 (GB)</i>	<i>Biennial</i>	<i>Autumn 21</i>
Autism at Riverside		<i>Student Development</i>	<i>07.03.17 (SD)</i>	<i>Triennial</i>	<i>Spring 20</i>
Communication Policy		<i>Student Development</i>	<i>13.11.18 (SD)</i>	<i>Triennial</i>	<i>Autumn 21</i>
Curriculum Five Statements		<i>Student Development</i>	<i>14.02.19 (GB)</i>	<i>Biennial</i>	<i>Spring 21</i>
Flexibility of Thought Guidance		<i>Student Development</i>	<i>30.01.20 (GB)</i>	<i>Triennial</i>	<i>Spring 23</i>
Intimate Care Policy		<i>Student Development</i>	<i>14.02.19 (GB)</i>	<i>Triennial</i>	<i>Spring 22</i>
Manual Handling Policy		<i>Student Development</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22</i>
Sensory Policy		<i>Student Development</i>	<i>30.11.18 (SD – draft...)</i>	<i>Triennial</i>	<i>Spring 19/Autumn 21</i>
Relationship & Sex Education Policy	<i>Yes</i>	<i>Student Development</i>	<i>20.06.19 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Special Educational Needs & Disabilities (SEND) Report	<i>Yes</i>	<i>Student Development</i>	<i>10.10.19 (GB)</i>	<i>Annual</i>	<i>Autumn 20</i>
Student Wellbeing Multi-Agency Group (MAG) Report		<i>Student Development</i>	<i>02.07.18 (SD)</i>	<i>Annual</i>	<i>Summer 20</i>
Use of Chill-Out Rooms Policy		<i>Student Development</i>	<i>18.10.17 (SMT)</i>	<i>Triennial</i>	<i>Autumn 20</i>
Work Experience Report (Year 11)		<i>Student Development</i>	<i>05.07.19 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Asset Register Policy		<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Biennial</i>	<i>Autumn 21</i>
Best Value Statement		<i>Resources</i>	<i>10.10.18 (GB)</i>	<i>Annual</i>	<i>Autumn 20</i>
Charging & Remissions Policy	<i>Yes</i>	<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 21</i>
Continuing Professional Development Policy		<i>Resources</i>	<i>08.02.18 (RC)</i>	<i>Triennial</i>	<i>Spring 21</i>
First Aid/RIDDOR Policy		<i>Resources</i>	<i>11.12.19 (GB)</i>	<i>Triennial</i>	<i>Autumn 22</i>
Hydrotherapy Pool Policy		<i>Resources</i>	<i>07.03.17 (RC)</i>	<i>Triennial</i>	<i>Spring 20</i>
Lettings & Hiring Policy		<i>Resources</i>	<i>10.07.19 (GB)</i>	<i>Biennial</i>	<i>Summer 21</i>
'Out and About' Financial Report		<i>Resources</i>	<i>11.07.19 (GB)</i>	<i>Annual</i>	<i>Summer 20</i>
Statement of Internal Control		<i>Resources</i>	<i>10.07.19 (GB)</i>	<i>Annual</i>	<i>Autumn 20</i>

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