

Committee: Board of Governors of the City of London School for Girls	Date: 5 October 2020
Subject: Recommendation for Governor Policy Reviewing and Approving	Public
Report of: Headmistress of City of London School for Girls	For Decision
Report author: Justine Venditti, Senior Deputy Head	

Summary

This report sets out the findings of a review by the Compliance Manager of the policy schedule currently submitted to the Board of Governors.

Recommendation(s)

Members are asked to:

- Approve the updated schedule for Governor Policy Reviewing and Approving

Main Report

Background

1. The Compliance Manager, Jan Jane Elliott-Waine, was asked to review the policies that are currently submitted to the Board of Governors.

Her review was based on information gathered from the:

- AGBIS Governor Policy Checklists
- DfE Guidance - Statutory Policies for Schools
- DfE Guidance for Independent Schools – The Independent Schools’ standards
- Review of the content within our documents (who they relate to)
- Assessment of what other Independent Schools’ approvals look like (where possible from their websites)
- Best practice.

It is envisaged that this review by the Compliance Manager will be ongoing as changes are published by relevant bodies that affect school operations.

Annual Review

2. The DfE guidance recommends that schools’ main policy documents are reviewed annually, or sooner when there is change in law or circumstance, but not all require

the same level of approval. Jane has used this guidance to make the recommendation on which require annual approval. These are mainly the documents relating to health and safety and the day-to-day management of core school functions.

3-Year Review

3. Documents highlighted as requiring 3-year approval are either:

- not specifically mentioned in the DfE Guidance / ISI / AGBIS,
- have no set review or approval criteria,
- are documents that sit under the Corporation of London policies that are already approved by the Town Clerk.

We recommend that these are presented to the Board 3-yearly and where applicable we consider the possibility of delegated authority to other relevant committees that Governors attend.

However, some of these documents may still require annual internal review, for example for operational reasons. This would be undertaken by SMT.

Policies Changing to Protocols or Procedures

4. The final proposed change is a suggestion of documents which could be renamed to procedures, protocols or guidance and generally provide step by step guidance on how a policy is to be implemented or contain general information that governors should not need to approve.

These could be signed off by designated members of SMT, Headmistress or Bursar depending on their relevance. However, should there be a considerable change in guidance which affects the procedures, they would return for board approval.

Table of Suggestions

5. The table below shows the suggestions:

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Pupil Supervision Policy*	3		3	-	Oct-20	Jun-19
Predicted Grades Policy	3		3		Oct-20	Dec-17
Fire Safety Policy and Procedures*	3	1			Oct-20	Jan-17
Health, Safety and Wellbeing Policy*	2	1			Oct-20	Feb-17
Safeguarding and Child Protection Policy*	1	1			Oct-20	Jun-19
Annexes to S and CPP*	1	1			Oct-20	Insp 2018

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Special Educational Needs & Disabilities Policy*	3	1			Oct-20	Oct-20
English as an additional Language Policy*	3	1	-	-	Oct-20	Oct-20
ICT and eSafety Policy and Annexes*	3	1			Oct-20	Oct-18
Pupils' Use of ICT	3	1			Oct-20	Oct-15
Missing Child Policy*	3	1			Oct-20	Jan-17
Anti-bullying Policy*	3	1			Oct-20	Jun-19
Admissions Policy *	3	1			Oct-20	Jun-19
Recruitment Policy*	3	1			Dec-20	
Physical Contact and Restraint Policy	3		3		Dec-20	Jan-17
Security Access Control Workplace Safety and Lone Working Policy	3		3		Dec-20	Feb-17
Accessibility and SENDA Policy*	3		3		Dec-20	Dec-18
Collective Worship Policy*	3		3		Dec-20	Jun-16
Pastoral Care, Discipline & Exclusions Policy*	3	1			Dec-20	Jan-17
Pupils' Mental Health Policy	3	1			Dec-20	Jun-17
Record Keeping	3		3		Mar-21	Oct-17
Internal Assessment Appeals Policy & Procedure	3		3		Mar-21	Oct-17
Exam Policy	3		3		Mar-21	Feb-18
Privacy Notice*	3	1			Mar-21	Jun-19
Pupil Equal Opportunities Policy*	3	1			Mar-21	Dec-17
Behaviour Management Policy*	3	1			Mar-21	Jun-18
Attendance Policy*	3	1			Mar-21	Oct-18
Complaints Policy & Procedure for Parents and Pupils (3 Schools) *	3	1			Mar-21	Dec-18
PSHCEE Policy*	3	1			Mar-21	Jun-19
Medical Conditions policy*	3	1			Jun-21	Jun-20
Medical policy*	3	1			Jun-21	Jun-20
Careers Policy*	3	1			Jun-21	Jun-20
Curriculum Policy*	3	1			Jun-21	Jun-20
International Policy*	3		3		Oct-21	Oct-18
NQT Induction Policy	3		3		Dec-21	Dec-18

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Drugs & Substance Abuse Policy	3		3		Jun-22	Mar-20
Relationship and Sex Education Policy*	3	-	3	-	Jun-22	Jun-20
Educational Visits Policy* (including safety and supervision on school journeys)	3		3		Mar-23	Mar-20
First Aid Policy*	3		3		Jun-23	Jun-20
School Staff Development and Induction Policy	3		3		Jun-23	Jun-20
Bereavement Policy	N/A		3		Jun-23	Jun-20
Contingency Plan (CoL) Full Review 2020	3		3		Set by CoL	Oct-17

Policies written in orange denote those required for inspection. Those with a * are on our website.

The following policies are those we suggest are renamed as procedures, protocols or guidance.

Policies and Procedures	Proposal of Approvals of 1yr, 3yr or change of title to guidance or procedure and internal SMT review				Proposed review date	Date of last Approval by Governors
	Previous	1 year	3 year	SMT		
Protection of Personal Property and Dealing with Theft in School (join with Pupil Searches below)	3			SMT	Dec-20	Feb-17
Pupil Searches and Confiscation of Property	3			SMT	Dec-20	Oct-17
Intimate Care Protocol	3			SMT	Oct-20	Jun-17
Display Policy	3			SMT	Oct-20	Jun-17
Parents who are Separated or Divorced – Provision of Information Policy	3			SMT	Oct-20	Jun-17
Lettings Policy	3			SMT	Oct-20	Oct-18
Risk Assessment Guidance	3			SMT	Sep-20	Jun-19
Personal Development and Appraisal Policy	3			SMT	Dec-20	Dec-19
Catering and Food Hygiene Policy	3			SMT	Mar-21	Mar-20
Swimming Pool Safety Policy	3			SMT	Mar-21	Mar-20

Appendices

- None

Justine Venditti

Senior Deputy Head CLSG

T: 020 7847 5513

E: VendittiJ@clsg.org.uk