

# GOVERNORS' INFORMATION BULLETIN No 31 – TABLES ONE AND TWO

TABLE ONE contains an up-to-date list of documents/policies that schools must legally have in place as at October 2003. Those items with an asterisk indicate that these documents/policies are also designated classes of information in the model publication schemes approved by the information commissioner. Schools will be required to make these documents available to the public as part of their publication scheme.

TABLE TWO lists those classes that are identified in the model publication schemes, but they are not designated as legally required documents/policies, although governing bodies are required to comply with the relevant legislation.

## TABLE ONE

LEGALLY REQUIRED	APPLICABLE TO SCHOOLS	LEGAL REFERENCE/ INTERNET LINK
<b>*Accessibility Plan</b>	All schools	Disability Discrimination Act 1995: Sections 28D and 28E Education Act 1996 Section 316
<b>Admissions Policy</b>	Aided schools and Foundation schools Community and Controlled schools if the LEA transfers the responsibility to them	<u>The School Standards and Framework Act 1998: Sections 84 to 91 and 99 to 103, and Schedules 23 and 24</u> <u>School Admissions Code of Practice</u>
<b>*Policy on Collective Worship</b>	All schools	<u>School Standards and Framework Act 1998: Section 70 and Schedule 20</u>
<b>Attendance targets</b>	All Schools	<u>School Standards and Framework Act 1998: Section 63 (amended)</u>
<b>*Charging and Remissions Policy</b>	All schools (Community and Voluntary Controlled consult LEA)	<u>Education Act 1996: Section 457</u> <u>Education (School Sessions and Charges and Remissions Policies) (Information)(England)Regulations 1999/2255</u>
<b>*Child Protection Policy</b>	All schools	<u>Education Act 2002: Section 175 (expected to be in force from March 2004)</u>
<b>*Complaints Procedure</b>	All schools	<u>Education Act 2002: Section 29</u>
<b>*Curriculum Policy</b>	All schools	<u>The Education (Terms of Reference)(England) Regulations 2000</u> Section 69 of the School Standards and Framework Act 1998

LEGALLY REQUIRED	APPLICABLE TO SCHOOLS	LEGAL REFERENCE/ INTERNET LINK
<b>*Governors' Annual Report to Parents</b>	All schools	<u>Education Act 2002: Section 30 Education (Governors' Annual Report) Regulations (England) 1999 (amended) Education (Governors' Annual Report) Regulations (England) 1999 (amendment) 2002</u>
<b>*Health &amp; Safety Policy and risk assessment</b>	All schools	<u>Health and Safety at Work Act 1974: Sections 2(3), 3 and 4 Risk Assessments: Management of Health and Safety at Work Regulations 1999: SI 1999/3242</u>
<b>*Home-School Agreements</b>	All schools	<u>School Standards and Framework Act 1998: Sections 110 and 111</u>
<b>*Instrument of Government</b>	All schools	<u>School Governance (Constitution) (England) Regulations 2003 (SI 2003/348 amended by SI 2003/1916)</u>
<b>*Minutes of and papers considered at meetings of the Governing Body and its Committees</b>	All schools	<u>School Government Procedures (England) Regulations 2003 (SI 2003/1377, amended by SI 2003/1916)</u>
<b>Nutritional Standards</b>	All schools	<u>School Standards and Framework Act: section 114 Education (Nutritional Standards for School Lunches)(England) Regulations 2000 (SI 1777)</u>
<b>*Performance Management Policy (see PM of Staff in classes list)</b>	All schools	<u>Education (School Government)(Terms of Reference)(England) Regulations 2000/2122 Guidance: Roles of Governing Bodies and Head Teachers - DfEE/0168/2000</u>
<b>*Procedures for addressing Staff Discipline Conduct and Grievance</b>	All schools	<u>School Staffing (England) Regulations 2003</u>
<b>*Action Plan following OFSTED Inspection</b>	All schools	<u>School Inspections Act 1996 Section 16 and 17 Deregulation (Provision of School Action Plans) Order 1997/1966</u>
<b>*Pupil Discipline (including anti-bullying) policy</b>	All schools	<u>School Standards and Framework Act 1998: Section 61 (amended)</u>
<b>*Race Equality Policy</b>	All schools	<u>Race Relations (Amendment) Act 2000: Section 2 and Schedule 1A Race Relations Act 1976 (Statutory Duties Order) 2001/3458</u>
<b>Register of Business Interests of Headteacher and Governors</b>	All schools	<u>The Financing of Maintained Schools Regulations 1999 Regulation 25 and Schedule 5(16)</u>
<b>Register of Pupils</b>	All schools	<u>Education (Pupil Registration) Regulations 1995 (amended)</u>

LEGALLY REQUIRED	APPLICABLE TO SCHOOLS	LEGAL REFERENCE/ INTERNET LINK
<b>*Risk Assessments</b>	See Health and Safety Policy above	
<b>Schemes for Paying Governors' Allowances</b>	All schools (where Governing Body agrees to pay expenses)	<u>Education (Governors' Allowances)(England) Regulations 2003/523</u>
<b>*School Prospectus</b>	All schools	<u>Education (School Information)(England) Regulations 2002/2897</u>
<b>*Sex Education policy</b>	All schools	<u>Education Act 1996: section 404</u>
<b>*Special Educational Needs Policy</b>	All schools	<u>Education (Special Educational Needs)(Information) Regulations 1999</u> <u>Special Education Needs Code of Practice 2001</u> <u>DfES 581/2001</u>
<b>*Staff Appraisal Policy</b>	All schools	<u>Education (School Teacher Appraisal)(England) Regulations 2001/2855</u>
<b>Target-setting for schools</b>	All schools	<u>Education (School Performance Targets)(England) Regulations 1998/1532</u>

TABLE TWO

CLASSES	REFERENCE TO THE LEGAL REQUIREMENT
<b>Careers Education</b>	Section 404 of the Education Act 1996 – Secondary schools are required to provide this information in their Prospectus/Annual Report to Parents
<b>Curriculum Circulars and Statutory Instruments</b>	<u>Education (School Curriculum and Related Information) Regulations 1989 (SI 1989/954)</u>
<b>Performance Management of Staff</b> <b>(See PM Policy above)</b>	<u>Education (School Government)(Terms of Reference)(England) Regulations 2000/2122</u> <u>Education (School Teacher Appraisal) (England) Regulations 2001 (SI 2001/2855)</u>
<b>Published Reports of Ofsted Inspections</b>	<u>Education School Curriculum and Related Information Regulations 1989 (SI 1989/954)</u>
<b>School Session Times and Term Dates</b>	<u>Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 (SI 1999/2255)</u> <u>Education (School Curriculum and Related Information) Regulations 1989 (SI 1989/954)</u>