



# WILLIAM ELLIS SCHOOL

## Retention and Destruction Policy

|                |  |
|----------------|--|
| Approving Body | Personnel & Resources Committee          |
| Adopted        | 3rd May 2024                             |
| Reviewed       | 3 <sup>rd</sup> May 2024                 |
| Review Period  | Reviewed as legislation changes are made |

## **Introduction**

This document offers up to date guidance on the recommended Retention periods for different types of records. In cases where a record is held due to a Statutory requirement, any relevant legal instruments have identified and provided.

As an Organisation, it is a schools responsibility as a Data Controller to ensure that information created, generated or recieved is being kept for only the duration of time that is required in accordance with the Data Protection Act 2018 and the GDPR.

## **Key Definitions**

**Retention Period** – A retention period determines the duration of a records' life cycle. Retention periods will differ based upon each individual classification

**Data Controller** – A Data Controller as defined by the ICO is “a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed”. The responsibility of ensuring data is not processed for longer that it is originally intended.

**Data Processor** – A Data Processor is defined by the ICO as being “Any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

## 1. Student/Pupils

| CODE | Document/Record Type                      | Retention Period  | Authority | Legal Rationale  | Review and securely dispose |
|------|---|---|-----------|--|-----------------------------|
| S1.1 | Absence books                             | CY + 6 Years  | Audit     | Good Business Practice   | Review and securely dispose |
| S1.2 | Absence Letters                           | CY + 2 Years  | Audit     | Good Business Practice   | Review and securely dispose |
| S1.3 | Behavior file                             | CY = 1 year   | Audit     | Good Business Practice   | Review and securely dispose |
| S1.4 | Penalty Notices                           | 6 Years after pupils 18 <sup>th</sup> birthday  | Statutory | Education (Penalty Notices) (England) (Amendment) Regulations 2005 | Review and securely dispose |
| S1.5 | Curricular Records                        | 6 Years after pupils 18 <sup>th</sup> Birthday<br>To be transferred from Primary to secondary School if appropriate | Statutory | Education (Pupil Information) (England) Regulations 2005           | Review and securely dispose |
| S1.6 | Head Teachers Annual report on each pupil | 6 Years after pupils 18 <sup>th</sup> Birthday<br>To be transferred from Primary to secondary School if appropriate | Statutory | Education (Pupil Information) (England) Regulations 2005           | Review and securely dispose |

|       |  |   |           |  |                             |
|-------|--|---|-----------|--|-----------------------------|
| S1.7  | Head Teacher' report to school leavers | 6 Years after pupils 18 <sup>th</sup> Birthday<br>To be transferred from Primary to secondary School if appropriate | Audit     | Education (Pupil Information) (England) Regulations 2005 | Review and securely dispose |
| S1.8  | Pupil database                         | Current Information only  | Statutory | Data protection 2018<br>GDPR                             | Review and securely dispose |
| S1.9  | Pupil's educational Record             | 6 Years after pupils 18 <sup>th</sup> Birthday  | Statutory | The Education (School Records) Regulations 1989          | Review and securely dispose |
| S1.10 | Pupil files                            | CY + 6 Years  | Audit     |  | Review and securely dispose |
| S1.11 | Record cards - primary                 | Current with attendances  |           | Pass on to secondary school                              | Review and securely dispose |
| S1.12 | Record cards - secondary               | CY + 6 Years  |           |  | Review and securely dispose |
| S1.13 | Record achievement of                  | Whilst child attends school   |           |  | Review and securely dispose |
| S1.14 | Referral Forms                         | CY + 6 Years  |           |  | Review and securely dispose |

|       |                                       |   |           |  |                             |
|-------|---------------------------------------|---|-----------|--|-----------------------------|
| S1.15 | Tuition management                    | CY + 3 Years  |           |  | Review and securely dispose |
| S1.16 | Work Profiles                         | CY = 3 Years  |           |  | Review and securely dispose |
| S1.17 | Individual Pupil Information          | 6 Years after pupils 18 <sup>th</sup> Birthday<br>To be transferred from Primary to secondary School if appropriate | Statutory | Education (Information About Individual Pupils) (England) 2013   | Review and securely dispose |
| S1.18 | Notice to keep child away from school | Recommend 6 Years after pupils 18 <sup>th</sup> Birthday  | Statutory | Health Protection (Local Authority Powers) Regulations 2010<br><br>Public Health (Control of Disease) Act 1984. & amendments of the 2008 Act | Review and securely dispose |

## 2. Registers

| CODE | Document/Record Type       | Retention Period  | Authority | Legal Rationale   | PRP |
|------|----------------------------|---|-----------|---|-----|
| S2.1 | Child Employment           | Until 25 <sup>th</sup> birthday   |           | Good Business Practice  |     |
| S2.2 | Child Protection           | Until 25 <sup>th</sup> birthday   |           | Good Business Practice  |     |
| S2.3 | Class Registers            | To be preserved for a period of three years after the date on which the entry was made  | Statutory | Education (Pupil Registration) (England) Regulations 2006   |     |
| S2.4 | Looked after Children      | Until 25 <sup>th</sup> birthday   |           | Common Practice   |     |
| S2.5 | School Admissions Register | To be preserved for a period of three years after the date on which the entry was made<br><br>(NB. May be kept electronically but note regulation 16) |           | Education (Pupil Registration) Regulations 2006<br><br>Keeping children safe in education.<br>July 2015 (Statutory Guidance from Dept. of Education)<br><br>Consult local history office/ Archivist at end of retention period. |     |

| CODE | Document/Record Type  | Retention Period  | Authority | Legal Rationale   | PRP |
|------|---|---|-----------|---|-----|
| S2.6 | The Register<br>All staff/ volunteers<br><br>ID check, barred list check, enhanced DBS check / certificate, prohibition from teaching check, Outside UK working /living checks, professional qualifications, right to work in UK. | To be maintained<br><br><b>NB</b> Do not have to keep copies of DBS certificates. If establishment does so the copy must NOT be retained for more than 6 months | Statutory | Keeping children safe in education.<br><br>July 2015 (Statutory Guidance from Dept. of Education) |     |

### 3. Correspondence

| CODE | Document/Record Type | Retention Period | Authority | Legal Rationale        | PRP |
|------|----------------------|------------------|-----------|------------------------|-----|
| S3.1 | General              | CY + 2 Years     |           | Good Business Practice |     |

|      |                            |                     |  |                        |  |
|------|----------------------------|---------------------|--|------------------------|--|
| S3.2 | Project or person specific | As per main subject |  | Good Business Practice |  |
|------|----------------------------|---------------------|--|------------------------|--|

#### 4. Education Management

| CODE | Document/Record Type                           | Retention Period                          | Authority | Legal Rationale  | PRP |
|------|--|---|-----------|--|-----|
| S4.1 | Deputy head's records                          | CY + 6 Years                              |           | Common Practice  |     |
| S4.2 | Head teachers personal filing                  | CY + 6 Years                              |           | Common Practice  |     |
| S4.3 | Minute and reports of management team meetings | CY + 3 Years                              |           | Consult local History officer/Archivist at end of retention period                           |     |
| S4.4 | Professional development plans                 | CY + 3 Years                              |           | Common Practice  |     |
| S4.5 | School development plans                       | CY + 3 Years                              |           | Common Practice  |     |
| S4.6 | Competition Notice                             | Recommend life of the school plus 3 Years | Statutory | School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007 |     |

### 5. Education Management

| CODE | Document/Record Type   | Retention Period | Authority | Legal Rationale | PRP |
|------|------------------------|------------------|-----------|-----------------|-----|
| S5.1 | GCSE/ A Level reports  | CY + 6 Years     |           | Common Practice |     |
| S5.2 | Key Stage test results | CY + 6 Years     |           | Common Practice |     |

### 6. Education Psychology

| CODE | Document/Record Type | Retention Period   | Authority | Legal Rationale | PRP |
|------|----------------------|--|-----------|-----------------|-----|
| S6.1 | Pupil Records        | Until 25 <sup>th</sup> birthday<br>Where the child is in the care of the LA until their 25 <sup>th</sup> birthday then this is extended to their 30 <sup>th</sup> birthday |           | Common Practice |     |

|      |               |  |  |                 |  |
|------|---------------|--|--|-----------------|--|
| S6.2 | School Visits | Until 25 <sup>th</sup> birthday<br>Where the child is in the care of the LA until their 25 <sup>th</sup> birthday then this is extended to their 30 <sup>th</sup> birthday |  | Common Practice |  |
|------|---------------|--|--|-----------------|--|

## 7. Extra Curriculum and miscellaneous activities

| CODE | Document/Record Type | Retention Period   | Authority | Legal Rationale   | PRP |
|------|----------------------|--|-----------|---|-----|
| S7.1 | School journeys      | CY + 1 unless major incident involved then until the 25 <sup>th</sup> birthday of the youngest child | Statutory | Limitation Act 1980<br>Photographs, scrapbooks etc may form part of the school archive. |     |
| S7.2 | School magazines     | Current year   | Corporate | Consult Local History Officer / Archivist before destruction                            |     |
| S7.3 | Scrapbooks           | CY+1 year  | Corporate | Consult Local History Officer before destruction  |     |
| S7.4 | Photographs          | CY+1 year  | Corporate | Consult Local History Officer / Archivist before destruction                            |     |
| S7.5 | Programmes           | CY+1 year  | Corporate | Consult Local History Officer / Archivist before destruction                            |     |

|       |   |  |           |   |  |
|-------|---|--|-----------|---|--|
| S7.6  | School history                            | CY+5 years   | Corporate | Consult Local History Officer / Archivist before destruction                            |  |
| S7.7  | Audio-tape recordings                     | CY+1 year  | Corporate | Consult Local History Officer / Archivist before destruction                            |  |
| S7.8  | Video-tape recordings                     | CY+1 year  | Corporate | Consult Local History Officer / Archivist before destruction                            |  |
| S7.9  | Annual speech day reports and prize lists | CY+ 6 years  | Corporate | Consult Local History Officer / Archivist before destruction                            |  |
| S7.10 | Records of schools societies              | CY+3 years   | Corporate | Consult Local History Officer / Archivist before destruction                            |  |
| S7.11 | School journeys                           | CY + 1 unless major incident involved then until the 25 <sup>th</sup> birthday of the youngest child | Statutory | Limitation Act 1980<br>Photographs, scrapbooks etc may form part of the school archive. |  |

## 8. Finance

| CODE | Document/Record Type         | Retention Period | Authority | Legal Rationale                   | PRP |
|------|------------------------------|------------------|-----------|-----------------------------------|-----|
| S8.1 | Annual Budget                | CY + 6 Years     | Audit     | Common Practice                   |     |
| S8.2 | Annual statement of accounts | CY + 6 Years     | Statutory | Limitations Act 1980 VAT Act 1983 |     |
| S8.3 | Budget files                 | CY + 6 Years     | Audit     |                                   |     |

|       |   |  |           |                        |  |
|-------|---|--|-----------|------------------------|--|
| S8.4  | Budget monitoring tabulations                       | CY + 6 Years   | Audit     |                        |  |
| S8.5  | Debtors' records                                    | CY + 6 Years   | Statutory | Limitations Act 1980   |  |
| S8.6  | Delegations   | Financial delegations CY + 6 years<br>Other delegations CY plus 1 year   | Audit     | Good Business Practice |  |
| S8.7  | Delivery documentation                              | CY+ 6 years  | Audit     |                        |  |
| S8.8  | Head teacher's budget reports                       | CY+1 year  | Audit     |                        |  |
| S8.9  | Integrated school allowance ledger                  | CY + 6 years   | Audit     |                        |  |
| S8.10 | Loans   | Life of loan + 6 years   | Statutory | Limitation Act 1980    |  |
| S8.11 | Order books and requisitions                        | CY+ 6 years  | Audit     |                        |  |
|       | <b>School Meals:-</b>                               |  |           |                        |  |
| S8.12 | Application for free school meals, Travel, uniforms | Unsuccessful - CY + 1 year<br>Successful – Cessation of service + 1 year | Corporate | Common practice        |  |
| S8.14 | Dinner Registers                                    | CY+ 3 years  | Audit     |                        |  |

|       |                             |                             |           |   |  |
|-------|-----------------------------|-----------------------------|-----------|---|--|
| S8.15 | F.S.M. Authorisations       | Whilst child attends school | Audit     |   |  |
| S8.16 | School Meals Summary Sheets | CY+ 3 years                 | Audit     |   |  |
| S8.17 | Tickets                     | 1 term                      | Audit     |   |  |
| S8.18 | Till Rolls                  | CY+ 3 years                 | Audit     |   |  |
| S8.19 | School Fund:-               |                             |           |   |  |
| S8.20 | Bank Statements             | CY+ 6 years                 | Audit     |   |  |
| S8.21 | Cheque Books                | CY+ 3 years                 | Audit     | Some organisations destroy when bank statement has been checked |  |
| S8.22 | Invoices                    | CY+ 6 years                 | Audit     |   |  |
| S8.23 | Ledger                      | CY+6 years                  | Audit     |   |  |
| S8.24 | Outturn Statements          | Recommend CY plus 6 years   | Statutory | Education (England) Regulations 2004.                           |  |
| S8.25 | Paying in Books             | CY+ 6 years                 | Audit     |   |  |
| S8.26 | Receipts                    | CY+ 6 years                 | Audit     |   |  |

|       |  |              |       |  |  |
|-------|--|--------------|-------|--|--|
| S8.27 | School Journey accounts (if separate bank a/c, as for school fund) | CY+ 3 years  | Audit |  |  |
| S8.28 | Student grant applications   | CY + 3 years | Audit |  |  |

### 9. School Admissions

| CODE | Document/Record Type | Retention Period   | Authority | Legal Rationale  | PRP |
|------|----------------------|--|-----------|--|-----|
| S9.1 | Admission Forum      | CY + 3 Years   |           | Good Business Practice   |     |
| S9.2 | Arrangements         | CY + 6 Years   |           |  |     |
| S9.3 | Parental Requests    | Until 25 <sup>th</sup> birthday of pupil   |           |  |     |
| S9.4 | Service Delivery     | Until superseded but consider archiving one copy of each year in case of legal challenge |           | Good Business Practice   |     |
| S9.5 | Admission Authority  | Recommend it be added and retained with pupils records                                   |           | Education and Inspections Act 2006   |     |
| S9.6 | Qualifying Schemes   | Until Superseded   |           | School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2007 |     |

### 10. School Appeals

| CODE  | Document/Record Type | Retention Period                | Authority | Legal Rationale        | PRP |
|-------|----------------------|---------------------------------|-----------|------------------------|-----|
| S10.1 | Admissions           | Until 25 <sup>th</sup> Birthday |           | Good Business Practice |     |
| S10.2 | Exclusions           | Until 25 <sup>th</sup> Birthday |           | Good Business Practice |     |

### 11. School Assets

| CODE  | Document/Record Type            | Retention Period | Authority | Legal Rationale        | PRP |
|-------|---------------------------------|------------------|-----------|------------------------|-----|
| S11.1 | Asset registers (furniture etc) | Keep up to Date  |           | Good Business Practice |     |
| S11.2 | Estate Management Files         | CY + 6 Years     |           | Good Business Practice |     |
| S11.3 | Repair and maintenance          | CY + 6 Years     |           | Good Business Practice |     |

### 12. School Organisation

| CODE   | Document/Record Type             | Retention Period | Authority | Legal Rationale   | PRP |
|--------|----------------------------------|------------------|-----------|---|-----|
| S12.1  | Administrative and general files | CY + 6 Years     |           | Good Business Practice                                    |     |
| S12.2  | Annual Calendar of events        | Current Year     |           | Good Business Practice                                    |     |
| S12.3  | Circulars to staff               | CY + 2 years     |           | Good Business Practice                                    |     |
| S12.4  | Circulars to pupils              | CY + 2 Years     |           |   |     |
| S12.5  | Head teachers' Official Diary    | CY + 1 Years     |           |   |     |
| S12.6  | Log Books                        | CY + 6 Years     |           | Consult Local History Officer / Archivist before disposal |     |
| S12.7  | Newsletters to parents           | CY = 2 Years     |           |   |     |
| S12.8  | Staff Handbook                   | Until Superseded |           |   |     |
| S12.9  | Staff meeting minutes            | CY + 6 Years     |           |   |     |
| S12.10 | School Prospectus                | CY + 1 Years     |           |   |     |
| S12.11 | Visitors book                    | CY + 5 Years     |           | May be required for evidence                              |     |

### 13. Service Level Agreements

| CODE  | Document/Record Type             | Retention Period                         | Authority | Legal Rationale   | PRP |
|-------|----------------------------------|--|-----------|---|-----|
| S13.1 | Service Level agreements         | Whilst Relevant                          |           | Good Business Practice                                      |     |
| S13.2 | Children and Young People's Plan | Recommend current plan plus previous one |           | Children and Young People's Plan (England) Regulations 2005 |     |

### 14. Service Plan

| CODE  | Document/Record Type | Retention Period      | Authority | Legal Rationale        | PRP |
|-------|----------------------|-----------------------|-----------|------------------------|-----|
| S14.1 | Service Plan         | Current Plan + 1 year |           | Good Business Practice |     |

**15. Special Educational Needs (SEN) and disability**

| CODE  | Document/Record Type                             | Retention Period                          | Authority | Legal Rationale   | PRP |
|-------|--|---|-----------|---|-----|
| S15.1 | Consideration of request                         | Recommend until 30 <sup>th</sup> birthday |           | Special Educational Needs and Disability Regulations 2014 |     |
| S15.2 | Determination on if provision is required or not | Recommend until 30 <sup>th</sup> Birthday |           | Special Educational Needs and Disability Regulations 2014 |     |
| S15.3 | Advice and information obtained                  | Recommend until 30 <sup>th</sup> birthday |           | Special Educational Needs and Disability Regulations 2014 |     |
| S15.4 | EHC plan including reviews and reassessments     | Recommend until 30 <sup>th</sup> birthday |           | Special Educational Needs and Disability Regulations 2014 |     |
| S15.5 | Mediation certificate                            | Recommend until 30 <sup>th</sup> birthday |           | Special Educational Needs and Disability Regulations 2014 |     |

|       |                        |                                     |  |   |  |
|-------|------------------------|-------------------------------------|--|---|--|
| S15.6 | SEN Information Report | Until superseded or whilst relevant |  | Special Educational Needs and Disability Regulations 2014 |  |
| S15.7 | LA local offer         | Until superseded or whilst relevant |  | Special Educational Needs and Disability Regulations 2014 |  |

## 16. Teachers and Staff

| CODE  | Document/Record Type                     | Retention Period             | Authority | Legal Rationale                       | PRP |
|-------|--|------------------------------|-----------|---------------------------------------|-----|
| S16.1 | Administrative and technical staff files | End of Employment + 12 years | Corporate |                                       |     |
| S16.2 | Personnel Database                       | Current information only     | Statutory | Data Protection 2018                  |     |
| S16.3 | Salary cards                             | CY + 85 Years                | Corporate | May be referred to for pension rights |     |
| S16.4 | Statutory sick pay notification          | CY + 6 Years                 | Audit     |                                       |     |
| S16.5 | Supply Teacher's Records                 | CY + 2 years                 | Corporate |                                       |     |

|       |  |  |                     |  |  |
|-------|--|--|---------------------|--|--|
| S16.6 | <p>Teachers' files</p> <p><b>Note</b> allegations that are found to be malicious should be removed from personnel files.</p> <p>If founded they are to be kept on the file and a copy provided to the person concerned</p> | <p>End of Employment + 12 years</p> <p>In case of proven allegations to be retained until normal pension age or for a period of 10 years from the date of the allegation if longer</p> | Corporate Statutory | <p>Keeping children safe in education</p> <p>(Dept. of Education Statutory guidance July 2015)</p> |  |
| S16.7 | Training   | Attach to personnel file   | Corporate           | Good Business practice   |  |

## 17. Teaching and the curriculum

| CODE   | Document/Record Type   | Retention Period         | Authority | Legal Rationale        | PRP |
|--------|--|--------------------------|-----------|------------------------|-----|
| S17.1  | Annual Curriculum returns                                    | CY+ 3 years              |           | Good Business Practice |     |
| S17.2  | Interim and final reports of the National Curriculum Council | Current information only | Corporate |                        |     |
| S17.3  | Curriculum development minutes                               | CY+ 6 years              | Corporate |                        |     |
| S17.4  | Curriculum development files                                 | CY+ 6 years              | Corporate |                        |     |
| S17.5  | School syllabus  | CY+ 1 year               | Corporate |                        |     |
| S17.6  | Schemes of work  | CY+1 year                | Corporate |                        |     |
| S17.7  | Timetable  | CY+ 1 year               | Corporate |                        |     |
| S17.8  | Class record books   | CY+1 year                | Corporate |                        |     |
| S17.9  | Mark Books   | CY+1 year                | Corporate |                        |     |
| S17.10 | Record of homework set                                       | CY+1 year                | Corporate |                        |     |
| S17.11 | Pupils' work   | CY+1 year                | Corporate |                        |     |
| S17.12 | Examination results  | CY+ 6 year               | Corporate |                        |     |
| S17.13 | Aggregated assessment results                                | CY + 6                   | Corporate |                        |     |
| S17.14 | SATS records   | CY+ 6 years              | Corporate |                        |     |
| S17.15 | PANDA  | CY+ 6 years              | Corporate |                        |     |
| S17.16 | Value added records  | CY+ 6 years              | Corporate |                        |     |

## 18. Governing Bodies

| CODE   | Document/Record Type                          | Retention Period | Authority | Legal Rationale   | PRP |
|--------|---|------------------|-----------|---|-----|
| S18.1  | <b>Instruments and articles of Government</b> |                  |           |   |     |
| S18.2  | Grant maintained schools                      | Until superseded | Corporate | Consult Local History Officer / Archivist before disposal |     |
| S18.3  | Other schools                                 | Until superseded | Corporate | Consult Local History Officer / Archivist before disposal |     |
| S18.4  | Proceedings: minutes                          | CY+ 6 Years      | Corporate | Consult Local History Officer / Archivist before disposal |     |
| S18.5  | <b>Proceedings: agenda papers and reports</b> |                  |           |   |     |
| S18.6  | Papers from the Dept. of Education            | Until superseded | Corporate |   |     |
| S18.7  | Papers from the LEA                           | Until superseded | Corporate |   |     |
| S18.8  | Papers from the school staff                  | CY+ 6 years      | Corporate |   |     |
| S18.9  | Agenda files                                  | Current year     | Corporate |   |     |
| S18.10 | Proceedings of the annual parents' meeting    | CY+ 3 years      | Corporate | Consult Local History Officer / Archivist before disposal |     |

|        |  |  |           |   |  |
|--------|--|--|-----------|---|--|
| S18.11 | Action Plans   | Life of plan + 3 years                       | Corporate | Consult Local History Officer / Archivist before disposal                                   |  |
| S18.12 | Annual Reports required by the Department of Education and Skills              | Recommend 10 years after date of publication | Statutory | Education (School Performance Targets) (England) Regulations 2004                           |  |
| S18.13 | Other policy statements  | Until superseded                             | Corporate | Consult Local History Officer / Archivist before disposal                                   |  |
| S18.14 | Records of complaints relating to the curriculum                               | CY+ 6 years                                  | Corporate | Good business practice  |  |
| S18.15 | Governor training manual   | Until superseded                             | Corporate |   |  |
| S18.16 | Correspondence files   | CY + 6 years                                 | Corporate |   |  |
| S18.17 | Proposals for schools to become, or be established as Grant Maintained schools | CY+ 3 years                                  | Corporate | Consult Local History Officer / Archivist before disposal                                   |  |
| S18.18 | Opt-out ballot papers  | 6 months after election                      | Corporate | Good business practice  |  |
| S18.19 | Records relating to endowments and trusts                                      | 6 years after cessation                      | Corporate | Consult Local History Officer / Archivist before disposal                                   |  |
| S18.20 | Resignation of Chair or Vice Chair   | 6 years after date of resignation            | Statutory | School Governance (Procedures) (England) Regulations 2003. SI 2003 No 1377 Regulation 5 (4) |  |

|        |  |  |           |   |  |
|--------|--|--|-----------|---|--|
| S18.21 | Register of members and associated members of the governing body | Consult local history officer/Archivist before disposal                  | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.22 | Register of attendance   | Consult Local History Officer/Archivist before disposal                  | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.23 | Requisition of a meeting of governors                            | Add to Minutes of that meeting   | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.24 | Minutes of the Meeting of governors                              | Consult Local History Officer/Archivist before disposal                  | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.25 | Agenda   | Recommend until the Minutes of the meeting have been approved and signed | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.26 | Minutes of committees of governing bodies                        | Retain master copies. Destroy copies after master set approved           | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.27 | Written notice of meeting or agenda                              | Recommend until the Minutes of the Meeting have been approved and signed | Statutory | School Governance (Procedures) (England) Regulations 2003.  |  |
| S18.28 | Web site   | Review at regular intervals not exceeding 3 months                       | Corporate | Common practice   |  |
| S18.29 | Resignation of a governor  | Recommend date of resignation plus 6 years                               | Statutory | School Governance (Constitution) (England) Regulations 2007 |  |
| S18.30 | Removal of LEA and foundation governors                          | Recommend date of resignation plus 6 years                               | Statutory | School Governance (Constitution) (England) Regulations 2007 |  |

|        |   |  |           |   |  |
|--------|---|--|-----------|---|--|
| S18.31 | Removal of community governors, partnership governors and sponsor governors | Recommend date of resignation plus 6 years   | Statutory | School Governance (Constitution) (England) Regulations 2007 |  |
| S18.32 | Instrument of government of a school  | The life of the school or until superseded   | Statutory | School Governance (Constitution) (England) Regulations 2007 |  |
| S18.33 | Resignation of member of temporary governing body                           | Recommend 6 years after date of resignation. | Statutory | School Governance (New Schools) (England) Regulations 2007. |  |
| S18.34 | Removal of temporary governor   | Recommend 6 years after date of removal.     | Statutory | School Governance (New Schools) (England) Regulations 2007. |  |
| S18.35 | Requisition of meeting by three members of temporary governing body         | Recommend 6 years after date of requisition  | Statutory | School Governance (New Schools) (England) Regulations 2007. |  |
| S18.36 | Minutes and papers  | Recommend life of school                     | Statutory | School Governance (New Schools) (England) Regulations 2007. |  |
| S18.37 | Request for a school to leave the Federation                                | Recommend 6 years after date of request.     | Statutory | School Governance (Federations) (England) Regulations 2007. |  |

|        |  |  |           |  |  |
|--------|--|--|-----------|--|--|
| S18.38 | Recording and reporting the use of force by members of staff<br><br>(Governing body must ensure a procedure is in place) | Recommend until the 25 <sup>th</sup> birthday of the pupil.<br><br>Recommend add to staff personnel file | Statutory | Apprenticeship, Skills, Children and Learning Act 2009<br><br>Education and Inspections Act 2006 |  |
|--------|--|--|-----------|--|--|