

## 1. Management of the School

### 1.1 Governing Body

	Basic file description	Data Protection Issues
1.1.1	Agendas for Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff
1.1.2	Minutes of Governing Body meetings	There may be data protection issues if the meeting is dealing with confidential issues relating to staff
	Principal Set (signed)	
	Inspection Copies - These are the copies which the clerk to the Governor may wish to retain so that requestors can view all the appropriate information without the clerk needing to print off and collate redacted copies of the minutes each time a request is made.☒	
1.1.3	Reports presented to the Governing Body	There may be data protection issues if the meeting is dealing with confidential issues relating to staff
1.1.4	Instruments of Government including Articles of Association	No
1.1.5	Action plans created and administered by the Governing Body	No
1.1.6	Policy documents created and administered by the Governing Body	No
1.1.7	Records relating to complaints dealt with by the Governing Body	Yes
1.1.8	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	No

### 1.2 Head Teacher and Senior Management Team

## 1. Management

1.2.1	Minutes of Senior Management Team meetings and the meetings of other internal administrative bodies	There may be data protection issues if the minutes refers to individual pupils or members of staff
1.2.2	Reports created by the Head Teacher or the Management Team	There may be data protection issues if the records refer to individual pupils or members of staff
1.2.3	Records created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the records refer to individual pupils or members of staff
1.2.4	Correspondence created by head teachers, deputy head teachers, heads of year and other members of staff with administrative responsibilities	There may be data protection issues if the correspondence refers to individual pupils or members of staff
1.2.5	School Development Plans	No
<b>1.3 Operational Administration</b>		
1.3.1	General file series	No
1.3.2	Records relating to the creation and distribution of circulars to staff, parents or pupils	No
1.3.3	Newsletters and other items with a short operational use	No
1.3.4	Visitors' Books and Signing in Sheets	Yes
1.3.5	Records relating to the creation and management of Parent Teacher Associations and/or Old Pupils Associations	No
<b>1.4 Health and Safety</b>		
1.4.1	Health and Safety Policy	No
1.4.2	Health and Safety Risk Assessments	No
1.4.3	Accident Reporting Adults Children	Yes
1.4.6	Fire Precautions log books	No













































**Statutory Provisions    Retention Period [Operational]**

PERMANENT. One copy should be retained with the master set of minutes. All other copies can be disposed of.

PERMANENT

Date of meeting + 3 years

Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently

PERMANENT

Life of the action plan + 3 years

Life of the policy + 3 years

Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes

Date proposal accepted or declined + 3 years

## 1. Management

Date of the meeting + 3 years then review

Date of the report + a minimum of 3 years then review

Current academic year + 6 years then review

Date of correspondence + 3 years then review

Life of the plan + 3 years

Current year + 5 years then REVIEW

Current year + 1 year

Current year + 1 year

Current year + 6 years then REVIEW

Current year + 6 years then REVIEW

Life of policy

Life of risk assessment

Date of incident plus 3 years

DOB of child + 21 years

Current records















































**Action at the end of the administrative life of the record**

SECURE DISPOSAL

If the school is unable to store these then they should be offered to the County Archives Service

If these minutes contain any sensitive, personal information they must be shredded.

SECURE DISPOSAL or retain with the signed set of the minutes

These should be retained in the school whilst the school is open and then offered to County Archives Service when the school closes.

SECURE DISPOSAL

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		What
Where?	Who?	































































































