

GOVERNOR	AGENDA MINUTES INSTRUMENT OF GOVERNANCE POLICY	1 copy kept with minutes 1 signed copy kept permanently Permanently Life of policy plus 3 years
SLT	MINUTES H/T REPORT REPORTS RECORDS CORRESPONDENCE SDP	Date of meeting plus 3 years then review Date of meeting plus 3 years then review Date of report plus 3 years then review Current academic year plus 6 years then review Date of correspondence plus 3 years then review Life of plan plus 3 years
STAFF	SCHOOL PROSPECTUS STAFF MEMO NEWSLETTER VISITORS SIGNING IN BOOK	Anything related to prospectus current year plus 3 Current year plus one Current year plus one Current academic year plus 6 years then review
HR	UNSUCCESSFUL CANDIDATES SUCCESSFUL CANDIDATES DBS REFERENCES PERSONNEL FILE APPRAISAL	Date of appointment plus 6 months Relevant add to personal file, non relevant 6 mths Date of appointment plus 6 months Keep in personnel file Termination of employment plus 6 years Current year plus 5
DISCIPLINARY/GRIEVANCE	CP NATURE ORAL WARNING 1st WRITTEN WARNING 2nd WRITTEN WARNING FINAL WARNING CASE NOT FOUND	Retirement age or 10 years from date of allegation Date of warning plus 6 months Date of warning plus 6 months Date of warning plus 12 months Date of warning plus 18 months Conclusion of case
HEALTH AND SAFETY	POLICY RISK ASSESSMENTS ACCIDENT FORM ACCIDENT REPORTING FORM COSHH ASBESTOS FIRE LOG BOOK	Life of policy plus 3 years Life of assessments plus 3 years Date of accident plus 12 years Adult - date of incident plus 6 years Child - dob plus 25 years Current year plus 40 years Last action plus 40 years Current year plus 6 years
FINANCE	EMPLOYERS LIABILITY INVENTORIES ANNUAL ACCOUNTS ANNUAL BUDGET INVOICES/RECEIPTS BANKING FREE SCHOOL MEAL REGISTER	Closure of school plus 40 years Current year plus 6 Current year plus 6 Life of the budget plus 3 Current financial year plus 6 Current financial year plus 6 Current financial year plus 6
MAINTENANCE	CONTRACTOR RECORDS MAINTENANCE LOG BOOKS	Current year plus 6 Current year plus 6
PUPIL FILES	EDUCATION RECORD CHILD PROTECTION ATTENDANCE RECORD AUTHORISED ABSENCE FORM SEN/EHCP EXAMINATION RESULTS SCHEMES OF WORK TIMETABLE CLASS RECORD BOOKS MARK BOOKS PUPILS WORK RESIDENTIAL/VISITS PAPERWORK PARENTS CONSENT OF TRIP AGENCY REFERRAL FORMS/REPORTS	Date of birth plus 25 years Date of birth plus 25 years then review 3 years after the entry Current academic year plus 2 Date of birth plus 25 years Current year plus 6 Every 3 years Current year plus 1 Current year plus 1 Current year plus 1 Current year plus 1 Date of visit plus 14 years Conclusion of trip if no major incident Date of birth plus 25 if major incident Whilst child attending school
REPORTS	CENSUS RETURN OFSTED	Current year plus 5 Life of the report then review