

### 1.1 Management of Governing Body

	Record Type	Retention Period	Statutory Provision	Data Protection Considerations	Disposal Action
1.1.1	Instruments of Government including Articles of Association	For the life of the school			Retain in school. Offer to County Record Office when school closes
1.1.2	Trusts and Endowments	For the life of the school			Retain in school. Offer to County Record Office when school closes
1.1.3	Minutes - Principal Set (signed)	For the life of the school (although legally only to have been made available for 10 years)		Potential	Retain in school. Offer to County Record Office when school closes
1.1.4	Agendas - Principal Set	Where possible agenda's should be kept with principal set of minutes			Retain in school. Offer to County Record Office when school closes
1.1.5	Inspection Copies	Date of meeting + 3 years		Potential	If these minutes contain any sensitive, personal information they must be shredded.
1.1.6	Reports presented to the Governing Body	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		Potential	SECURE DISPOSAL or retain with the signed set of the minutes
1.1.7	Meeting papers relating to the annual parents' meeting held under section 33 of the Education Act 2002	Date of the meeting + a minimum of 6 years		Yes	Secure Disposal
1.1.8	Proposals concerning the change of status of a maintained school including Specialist Status Schools and Academies	Date proposal accepted or declined + 3 years			Secure Disposal
1.1.9	Records relating to complaints dealt with by the Governing Body or Head Teacher	Date of resolution + 6 years. Review for further retention in case of contentious disputes.		Yes	Secure Disposal
1.1.10	Annual Reports sent to D of E (mandatory for Academy Schools)	Date of Report + 10 years			Secure Disposal