



Governor Monitoring Visit to Discuss the School's Single Central Record

Preface

I would like to thank Karen for her openness during our discussion and for her 'guided tour' through the processes supporting the maintenance of the School's Single Central Record.

I was also very struck by the obvious pride that she displayed for the school and the progress that the SLT has made in the last few years which has included the recovery of a very poor situation with regard to the maintenance of Staff files.



Monitoring Visit

Name and role of governor(s)	Jeremy Thorne – Link Governor for the Single Central Record
Name and role of staff member(s)	Karen Dixson (School Business Manager)
Date and time of visit	10.30 to 11.30 on the 08 th March 2022
Type of Visit	In person meeting at Shelton Junior School
Purpose of visit	To discuss the school’s Single Central Record (SCR) and Staff Files
Relevant school objective or priority if relevant	N/A
Objective(s) for the visit	Inform governors about the maintenance of the Single Central Record (SCR) and Staff Files at Shelton Junior School.
Document, Data and Policies referenced as part of this visit	<ul style="list-style-type: none"> • School Single Central Record (SCR) • Staff file content
Summary of visit activities	Discussion about processes in place at school to regularly review the school’s Single Central Record and Staff Files held with the School Business Manager.
Key questions to explore	<p>Suggested agenda areas for the meeting</p> <ul style="list-style-type: none"> • Action review / closure from the previous meeting • Policy review. See Appendix 1 • Discussion of Key Questions tabled below • AOB. <p><u>Actions from the previous meeting</u></p> <p>It was agreed at the previous meeting that there were two areas of improvement that could be made in the records or their maintenance –</p> <ol style="list-style-type: none"> 1. we agreed that the date a contractor is on site instead of just when their DBS certificate was validated by the office would be worth including in the appropriate field in the SCR 2. the execution of the planned rolling programme of DBS certificate renewal for Staff and Governors <p>The first action has been closed with the date contractors being on site now being recorded in the SCR.</p> <p>The second action is a ‘work in progress’. At present Karen is still working this issue as a priority list because of the budget impact and</p>

the number of new individuals needing DBS certification. It was agreed that the construction of a formal forward-looking plan should be a target for the next review in 2023 as this would obviously support the budget setting activity.

Key Questions identified ahead of the meeting.

- Q1. Has there been any change in how and where the SCR and Staff Files are stored since the review last year? Are they still secure?
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- Ans. No there has been no change to the security of Staff files or the SCR, although Karen now has her own office and so the locked cabinet containing the Staff has moved with her to the new office.
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- Q2. How frequently is the SCR checked? It was suggested last year that the formal review of the SCR would become part of a monthly meeting between the Headteacher and the School Business Manager, is this the case?
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- Ans. Jon and Karen have now agreed to a termly review of the SCR with Jon actually keeping a personal signed record each time a review is completed.
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- Q3. When was the last time the SCR was checked?
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- Ans. 11 January 2022.
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- Q4. Are all relevant fields on the SCR completed for each listed person? And, Is the information recorded regularly checked for errors? Who does this?
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- Ans. Yes, all relevant fields in the SCR are completed for each listed person. Apart from the termly reviews mentioned above there is effectively an over check of daily visitors to the school carried out by Karen when she enters the information recorded in the daily office file into the SCR. She does on a weekly. We did discuss whether in the future there might be the possibility of delegating this activity to one of the Office Staff, but Karen feels very strongly that because of the SCR's significance during inspections that she is keen to retain it.
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- Q5. Are current volunteers (for whom a DBS check has been conducted) still recorded on the SCR? (This isn't a requirement under KCSIE but Ofsted will want to see this, as explained in its safeguarding guidance – page 25 and 29).
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	<ul style="list-style-type: none">- Ans. Yes.- Q6. Are the Staff Files up to date, especially for the recent recruits?-- Ans. Yes.-- Q7. Are there any further improvements that could be made or are required to either the SCR or the Staff Files?-- Ans. As mentioned above we did discuss the possible delegation of the transfer of data from the Office daily file to the SCR, but Karen did highlight the significance of the Induction process when 'on-boarding new Staff and that this is continually under review for improvements and updated when appropriate.
	<p><u>Notable Questions asked at the meeting not covered elsewhere.</u></p> <ul style="list-style-type: none">- Q8. Does the school have a checklist to ensure the consistency of the content in the Staff Files?-- Ans. No. Karen is effectively the checklist. As Karen is the person who constructs and maintains the Staff Files and has many years of successful experience in doing this it is believed that the creation of a checklist would not serve as an improvement.-- Q9. Are pecuniary and business interests recorded in Staff Files and on the School's Single Central Record?-- Ans. Yes.



What is the school doing within this area of focus?

Based on this and the previous review I believe the school has robust processes for maintaining the School's Single Central Record and constructing and maintaining Staff File and keeping both secure.

How do you know the school's actions are having an impact?

I can attest to the improvements in both the SCR and the Staff File since the new management took over in September 2019.

What successes stood out and why?

The obvious pride that Karen has for the school and her role in the improvements being delivered.

Questions and clarifications to follow up with the headteacher or chair of governors.

The only remaining issue that will be followed up in next years review is the availability of a forward-looking formal plan for the renewal of all required DBS certifications.



Impact assessment
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Appendix 1

Policy	Last Reviewed	Review Cycle	Next Review
Visitor and Volunteer Policy	May 2021	Annually	May 2022