



SCHEME OF DELEGATION

For The Dean Trust incorporating Ashton on Mersey School, Broadoak School, Forest Gate Academy, Lord Derby Academy, Dean Trust Ardwick, Park View Academy, Partington Central Academy, Dean Trust Wigan and Blacklow Brow School

1. The Scheme has been developed to clarify the responsibilities and powers of Governors (Local Governing Body) and members of staff employed at the School in respect of key aspects of the management of the School and to ensure compliance with legal requirements and, where appropriate, Local Authority policies. The delegations set out in this Scheme are delegated to the specified committees/individuals of the Local Governing Body and post holders employed at the School.
2. Delegations cannot be exercised other than by the designated person or committee unless otherwise directed or agreed by The Dean Trust. In the absence or incapacity of the Chief Executive Group Academy Principal (CEGAP), the delegations stand delegated to the Executive Team unless otherwise directed or agreed by The Dean Trust.
3. Instead of exercising her/his delegated powers a post holder or committee/designated lead governor may refer the matter to the appropriate committee or to the Local Governing Body. The scheme will be reviewed at the first meeting of Trust Board in each academic year and is made without prejudice to the powers and duties of the Local Governing Body.
4. **Powers to Be Exercised Only by the Trust Board**

None of the responsibilities in this paragraph may be further delegated.

- a) Only the Trust Board may:
 - Change the Constitution of the Local Governing Body
 - Decide on a change of school category
 - Delegate functions
 - Establish local governing committees
 - Apply to change the governing documents
 - Appoint Auditors
- b) Only the Trust Board may:
 - Appoint or remove the Chair or Vice Chair of the Local Governing Body
 - Appoint the Company Secretary
 - Appoint or remove members of the Audit Committee
 - Co-opt persons on to the Governing Body and Trust Board
 - Suspend Governors
- c) Additionally, the Trust Board has decided not to delegate the following:
 - The Performance Management Review of the Chief Executive
 - Any changes in the times of school sessions and dates of term and holidays
 - Appointment of the Chief Executive & Group Academy Principal
 - Appointment of the Headteachers and Chief Finance Officer
 - Approve the consolidated budget
 - Appoint the External Auditors
 - Approve the Annual Report and Accounts
 - Independent Admissions Appeal
 - Implementation and monitoring of all policies
 - Appoint Internal Auditors

THE RESPONSIBILITIES OF LOCAL GOVERNING BODIES AND HEADTEACHERS

Note that this is not a complete list of Chief Executive & Group Academy Principal (CEGAP), Headteachers' (HT) delegated responsibilities; see the Decision Planner starting at page 6.

SCHOOL BUDGET & FINANCE

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|---|
| <p>Draw up and submit to the Governing Body an annual budget plan ("the budget plan") for the School's funds which must conform to EFA requirements</p> <p>Prepare and submit to the Governing Body any significant proposals for revisions to the budget plan within the strategic guidelines set by the Governing Body</p> | <p>Consider the annual budget plan ('the budget plan') proposed by the CEGAP & CFO and amend the budget plan where appropriate,</p> <p>and to approve the individual schools budget plan, and</p> <p>to consider and approve any proposed revisions to the budget plan submitted by the CEGAP during the course of the year and</p> <p>to consider the delegation of their duties</p> |
| <p>To manage the agreed financial budget with the following responsibilities:</p> <ul style="list-style-type: none"> • Ensuring regularity and propriety • Ensuring prudent and economical administration • Avoidance of waste and extravagance • Efficient and effective use of available resources • The day to day organisation, staffing, and management of the academy. | <p>To oversee the agreed financial budget within the financial year.</p> |
| <p>To take into account the spend limits as laid down by the Trust Board.</p> | <p>To decide whether to delegate their powers to spend the delegated budget and any grants to the CEGAP & Headteacher. If so, decide the amount to be delegated.</p> |

HUMAN RESOURCES/PERSONNEL

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|---|
| <p>To advise on staff requirements.</p> | <p>To agree the number of staff at the School and level of the posts, within delegated budgets.</p> |
| <p>To advise the Local Governing Body on the appointment of all teachers.</p> <p>To appoint all teachers except Headteachers.</p> | <p>To adopt the Trust procedures for appointing staff, including whether to delegate functions to the CEGAP & Headteacher or Governor(s), taking account of legal requirements.</p> <p>To conduct interviews and appoint teaching staff (delegated to CEGAP & HTs).</p> |
| <p>To advise on the appointment of non-teaching staff.</p> | <p>To conduct interviews and appoint non-teaching staff (delegated to the CEGAP & HTs).</p> |
| <p>To make recommendations for teachers' pay progression and other teachers pay related matters.</p> | <p>To consider pay recommendations ensuring that the Trust Pay Policy is adhered to. (delegated to the Pay Committee)</p> |
| | <p>To decide whether to exercise their power to delegate certain functions relating to the appointment of staff.</p> |
| <p>To advise the Local Governing Body on the specification for a vacant teaching post.</p> | <p>To decide a specification for any vacant post, in that of the Deputy Headteachers and below.</p> |

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| To advise the Local Governing Body on adopting effective procedures to deal with incompetent teachers and to keep the LGB informed of the general operation of such procedures. | To adopt The Dean Trust capability procedures to deal with incompetent staff. |
| To advise on disciplinary rules and procedures and staff grievance. | To manage and implement disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to members of staff. |
| To advise the LGB on whether anyone employed at the school should be dismissed. | To dismiss an employee (Deputy Headteacher and below). For other positions this would be the responsibility of The Trust Board. |
| To advise the LGB on payments to be made in respect of dismissal or termination of contract for any other reason. | To review and approve any severance payment in respect of an employee leaving the school whether they resign, are dismissed or reach an agreed termination of contract, ensuring compliance with the Academies Financial Handbook. To decide whether to grant early retirement to staff. |
| To suspend staff in appropriate circumstances. | To review and approve the suspension of staff in appropriate circumstances. To review and approve the ending of any period of suspension. |
| To deploy, manage and lead all teaching and non-teaching staff of the school and allocate particular duties to them. | To review an appropriate pay spine and related procedures for support staff linked to the deployment and allocation of duties to staff. |
| To evaluate the standards of Teaching and Learning in the school and ensure that proper standards of professional performance are established and maintained. Report any concerns to the LGB. | To monitor the standards of teaching and learning and take appropriate action in relation to any concerns raised by CEGAP or Headteacher. |

CURRICULUM

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|---|
| To determine, organise and implement an appropriate curriculum for the school. To ensure that a broad and balanced curriculum which promotes fundamental British values and which prepares young people for life in modern Britain is implemented. | To monitor the implementation of a broad and balanced curriculum which promotes fundamental British values and prepares young people for life in modern Britain is implemented. |
| To draw up a teaching and learning policy. | To agree, amend or reject the local curriculum/teaching and learning policy implementation drafted by the CEGAP or Headteacher. |
| To review the Teaching and Learning Policy at least once every three years and suggest any necessary changes to the LGB. | To monitor the implementation of the School curriculum and the teaching and learning policy. Consider with a view to adopting or rejecting any changes submitted by CEGAP & Headteacher, to be approved by The Trust Board. |
| Headteacher to draft a local Sex Education procedure to reflect the Trust wide Sex Education Policy. | To establish the local implementation of the Sex Education Policy, to ensure that copies of the policy are available free of charge to parents and that parents can read a copy of the policy at the school. |
| To review the Sex Education procedure once every 3 years and suggest any changes to the LGB | To review and recommend any local changes to the Sex Education Policy and it's local management |

PERFORMANCE MANAGEMENT

The Trust Board to establish a school performance management policy to govern the implementation of the staff appraisal (including the CEGAP & Headteachers). To review and, if necessary, amend the performance management policy annually.

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|--|
| To draft, if requested by the Trust, a school performance management policy. | To adopt The Dean Trust performance management policy to govern the implementation of staff appraisal (including the CEGAP & Headteacher). |
| To consult all staff at the school, if requested by the Trust, before drafting a performance management policy. | To ensure that all staff are consulted. |
| To implement the school performance management policy established by the Trust. | To ensure that all staff receive a regular appraisal of their performance. |
| To appoint/act as appraisers for staff | |
| To review complaints by staff about their appraisal where the CEGAP or Headteacher has not been the appraiser. | |
| To set the timing of the performance management cycle for all staff. | |

STANDARDS AND TARGET SETTING

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|--|--|
| To ensure that appropriate targets are set by teachers, academic departments and (where deemed necessary) the whole school so as to maintain high standards of attainment and achievement. | To monitor both the systems for target setting and monitoring outcomes and also ensure that standards are high, in both absolute terms and compared to similar schools nationally. |
| To provide appropriate reports to the LGB on progress and achievements of targets. | |

EXCLUSIONS

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|--|--|
| The Headteacher can exclude pupils for fixed period(s) of not more than 45 days in total in a year or permanently. | To set up a pupil discipline committee to review the use of exclusions in the school and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in a term or would lose the opportunity to take a public examination. |
| The Headteacher will report details of all exclusions to the LGB at least once a term. | To monitor and review the number and reasons for exclusions at least once a term. |

ADMISSIONS

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|--|---|
| <p>The Dean Trust is the admissions authority for all schools within the Trust. Admissions in the normal round are co-ordinated by the Local Authority Admissions teams. Applications outside the normal admissions round should be considered in line with the school admissions policy taking into consideration any over subscription criteria.</p> <p>The schools must comply with the School Admissions Code.</p> | <p>The Dean Trust is the admissions authority. Responsibility for setting the admission policy annually is delegated to the Local Governing Body of each school within the Trust.</p> <p>Separate arrangements apply where a pupil has a statement of special educational needs. In this case, admission is determined by the statement in consultation with the school. Before naming a school on a statement, the LA must consult the Governing Body.</p> |

RE AND COLLECTIVE WORSHIP

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|--|
| <p>RELIGIOUS EDUCATION</p> <p>The Headteacher shall ensure that RE is provided, in accordance with the school's basic curriculum.</p> <p>COLLECTIVE WORSHIP</p> <p>The Headteacher shall ensure that each pupil shall on each school day take part in an act of collective worship.</p> | <p>The Governing Body shall exercise their functions with a view to ensuring that RE is provided in accordance with the school's basic curriculum.</p> <p>The Governing Body shall exercise its functions with a view to ensuring that each pupil takes part in an appropriate act of collective worship each day.</p> |

SCHOOL PREMISES

| Responsibilities of CEGAP & Headteacher | Responsibilities of Local Governing Body |
|---|---|
| <p>Control of school premises</p> <p>The Headteacher shall oversee the day to day management of the school and day to day charge of who can enter the school premises.</p> <p>The CEGAP and Headteacher shall advise the Governing Body where appropriate.</p> <p>Health and Safety</p> <p>The CEGAP and Headteacher will comply with Trust Board directions.</p> <p>Medical Care And School Meals</p> <p>The CEGAP and Headteacher will ensure free meals are provided for those pupils whose parents are in receipt of specified benefits, FSM or UIFSM.</p> | <p>To approve and review the use of the school premises both during and outside the school day. For PFI schools this will be as appropriate to the local setting.</p> <p>To approve and review any charges to levy where external providers want to use the school premises.</p> <p>To ensure that The Dean Trust health and safety policy is implemented. To monitor risk assessments and set up arrangements to manage health and safety.</p> <p>To review the uptake of dental and medical care by pupils if available.</p> <p>To direct that free meals are provided for those pupils whose parents are in receipt of specified benefits, FSM or UIFSM.</p> |

DECISION PLANNER

This planner shows where and at which level delegation is appropriate as laid down by The Dean Trust. This will be adopted by each Local Governing Body.

KEY

- Level 1 Trust Board (TB)
 Level 2 Local Governing Body (LGB), Appropriate Panel (Panel), Staff and Pupil disciplinary (S&P)
 Level 3 A committee of the Local Governing Body: Pupil Progress and Achievement (PP&A), Finance (Fin), Personnel (Pers), Pay, Health and Safety (H&S), Admissions (Adm) or Lead Governor (Lead).
 Level 4 An individual Governor, CEGAP, Headteacher and CFO

Column blank: Contribution/Action **may** be undertaken by this level.

Column shaded: Function cannot be legally carried out at this level.

Although decisions may be delegated by The Dean Trust , the Local Governing Body as a whole remains responsible for any decisions made under delegation.

| Key Function | No | Action Sheet Tasks | Decision Level | | | |
|--------------|----|---|----------------|---------|----------|---------------------------|
| | | | Level 1 | Level 2 | Level 3 | Level 4 |
| Finance | 1 | To approve the budget and the mid-year revision each financial year | TB | | | |
| | 2 | To monitor income, expenditure, cash flow and the Balance Sheet. | | LGB | Fin/Lead | |
| | 3 | Miscellaneous financial decisions (e.g. write-offs) | | | Fin/Lead | CFO |
| | 4 | To investigate financial irregularities (CEGAP suspected) | Panel | | | |
| | 5 | To investigate irregularities (other suspected) | | Panel | | |
| | 6 | To enter into contracts (above £75,000) | TB | | | |
| | 7 | To enter into contracts (below £75,000) | | | | CEGAP, Headteachers & CFO |
| | 8 | To approve the Financial Procedure Manual | TB | | | |
| | 9 | To sign the interim financial reports | | | Fin/Lead | |
| | 10 | To sign the Annual Report | TB | | | |
| | 11 | To appoint auditors for the accounts | TB | | | |
| | 12 | To appoint a Responsible office (RO) | TB | | | |
| | 13 | To approve the RO duties and Audit Plan | TB | | | |

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| Personnel | 14 | CEGAP appointments (selection panel) | Panel | | | |
| | 15 | Headteacher and CFO appointments | Panel | | | |
| | 16 | Appoint other teachers (a governor is normally part of the selection panel) | | | Pers | CEGAP & Headteacher |
| | 17 | Appoint non-teaching staff (a governor is normally part of the selection panel) | | | Pers | CEGAP, Headteacher & CFO |
| | 18 | Annual Pay Policy | TB | | | |
| | 19 | Receive Annual Staffing Report | | | Pay | |
| | 20 | Agree Staff Development Plan | | LGB | Pay | |
| | 21 | Pay discretions (the CEGAP should not advise on his/her own pay) | TB | | Pay | |
| | 22 | Support Staff Pay including consensual variation if necessary | | | Pay | |
| | 23 | Implementation of disciplinary/capability procedures | | | Per/Lead | |
| | 24 | Dismissal CEGAP (discipline panel) | Panel | | | |
| | 25 | Dismissal other Staff | | S & P | | |
| | 26 | Suspending CEGAP (discipline panel) | Panel | | | |
| | 27 | Suspending staff except CEGAP (discipline panel) | Panel | S & P | | |
| | 28 | Ending suspension CEGAP (discipline panel) | Panel | | | |
| | 29 | Ending a suspension except CEGAP (discipline panel) | Panel | | | |
| | 30 | Determining dismissal payments/early retirement | | S & P | | |
| | 31 | Approve the staff complement | TB | LGB | | |
| Curriculum | 32 | To draft teaching & learning policy | | | | CEGAP / Headteacher |
| | 33 | To implement teaching & learning policy. | | LGB | PP&A | CEGAP / Headteacher |
| | 34 | To agree or reject and review teaching and learning policy. | TB | | | |
| | 35 | Responsible for standards of teaching | | | | CEGAP & Headteacher |
| | 36 | To decide which subject options should be taught having regard to resources, | | | | CEGAP & Headteacher |

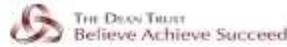
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| | | and implement provision for flexibility in the curriculum including activities outside school day) | | | | |
| | 37 | Responsibility for individual child's education | | | | CEGAP & Headteacher |
| | 38 | Provision of sex education – make and keep up to date written policy | TB | | Lead | CEGAP & Headteacher |
| | 39 | To prohibit political indoctrination and ensuring the balanced treatment of political issues | TB | LGB | | |
| | 40 | To draw up a charging and remissions policy for activities | | | Fin/Lead | |
| Performance Management | 41 | To agree and review a performance management policy | TB | | | |
| | 42 | To draft, review and implement the performance management policy | | LGB | Pay | CEGAP & Headteacher |
| | 43 | To review and set annually the performance management policy | TB | | | |
| Target Setting | 44 | To approve targets for pupil achievement | | LGB | | |
| Exclusions | 45 | To decide a disciplinary policy | | LGB | PP&A/Lead | |
| | 46 | To exclude a pupil for one or more fixed terms (not exceeding 45 days in total in a year) or permanently | | | | CEGAP/ Headteacher |
| | 47 | To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term (see above) or would lose the opportunity to sit a public examination. (Can be delegated to Chair / V Chair if urgent) | | S & P | | |
| | 48 | To direct reinstatement of excluded pupils. (Can | | S & P | | |

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| | | be delegated to Chair / V Chair if urgent) | | | | |
| Admissions | 49 | To set a Trust wide admissions policy | TB | | | |
| | 50 | To consult annually before setting and implementing an Admissions Policy | | | LGB | |
| | 51 | Admissions: application decisions | | | | CEGAP / Headteacher |
| | 52 | To appeal against LA directions to admit pupil(s) | | LGB | | CEGAP / Headteacher |
| Religious Educations | 53 | Responsibility for ensuring provision of RE in line with school's basic curriculum (all schools) | | LGB | | |
| | 54 | Decision to provide RE according to original trust deed | TB | | | |
| Collective Worship | 55 | To ensure that all pupils take part in an appropriate daily act of collective worship. The Governing Body is to be consulted. | | | | CEGAP & Headteacher |
| | 56 | Arrangements for collective worship | | | | CEGAP & Headteacher |
| Premises | 57 | Buildings insurance & Personal Liability - GB to seek advice from trustees as appropriate | | | Fin/Lead | |
| | 58 | Routine strategy: budgeting for repairs etc and Asset Management Plans | | | Fin/Lead | |
| | 59 | Buildings Strategy: major new commitments | TB | | | |
| | 60 | To ensure health and safety issues are met | | | H & S | |
| | 61 | To ensure Health & safety regulations are followed | | | | CEGAP & Headteacher |
| | 62 | To set a charging and remissions policy | | | Fin/Lead | |
| School Organisation | 64 | To propose any amendments to the Funding Agreements (including the Articles of Association) | TB | | | |
| | 65 | To publish proposals to change category of school* | TB | | | |
| | 66 | To agree a school Action Plan following OFSTED inspection | | LGB | | |

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| | | and distribute copies to parents | | | | |
| | 67 | To set the times of school sessions and the dates of school terms and holidays to provide for 390 half day sessions per year | TB | | | |
| Information to Parents | 68 | To prepare & publish the school prospectus | | | | CEGAP & Headteacher |
| | 69 | To ensure provision of free school meals to those pupils meeting criteria | | | | CEGAP & Headteacher |
| | 70 | Adoption and review of home-school agreements | | | | CEGAP & Headteacher |
| | 71 | Ensure that the school website is updated with the required information eg details of the curriculum, pupil premium etc. | | LGB | | |
| GB Procedures | 71 | To appoint (and remove) the chair or vice-chair of the Local Governing Body or a committee. | TB | | | |
| | 72 | To create one Governing Body to oversee two or more schools where appropriate | TB | | | |
| | 73 | To appoint and dismiss the Company Secretary | TB | | | |
| | 74 | To hold a Governing Body meeting at least once a term or more often if required | | LGB | | |
| | 75 | To appoint and remove co-opted, including temporary additional co-opted, governors | TB | | | |
| | 76 | To set up a Register of Governors' Business Interests | TB | | | |
| | 77 | To approve and set up an Expenses scheme | TB | | | |
| | 78 | To discharge duties in respect of pupils with special needs | | LGB | | |
| | 79 | To agree delegation of functions to individuals or committees (as allowed in Law). | TB | LGB | | |

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| | 80 | To regulate the GB's procedures (where not set out in law) | TB | | | |
| | 81 | To review annually the terms of reference and membership of committees. | TB | LGB | | |
| | 82 | To review annually the Risk Register and propose changes | TB | | | |
| | 83 | To amend the Risk Register | | | | CFO |
| Academy Sponsorship | 84 | To consider sponsoring another school to join The Dean Trust | TB | | | |
| | 85 | To consider requests from other schools to join The Dean Trust | TB | | | |
| | 86 | To remove a school from The Dean Trust | TB | | | |
| Extended Schools | 87 | To decide to offer additional activities and to what form these should take | TB | | | |
| | 88 | To put into place the additional services provided | | | | CEGAP & Headteacher |
| | 89 | To ensure delivery of services provided | | | | CEGAP & Headteacher |
| | 90 | To cease providing extended school provision | TB | | | |
| Academy | 91 | Annual Report to EFA by 4 months after YE | | | | CFO |
| | 92 | Annual Report to Companies House by 9 Months from YE | | | | CFO |
| Policies | 93 | To decide on policies that should be in all schools/academies | TB | | | |
| | 94 | To decide on which policies should be delegated to the LGB | TB | | | |

Attached: list of statutory and non statutory policies across the Trust and to whom delegation for approval has been granted.



STATUTORY CENTRAL TRUST POLICIES

| Requirement | Type | Document | Expert Lead | Asst Lead | BoS Lead | DTA Lead | LSA Lead | FGA Lead | PCA Lead | PKU Lead | DTW Lead | Designated Area | Committee/Responsibility | Approval | Review Frequency | Date of Last Review | Status | |
|-------------|-------------------|---|----------------|----------------|----------------|-------------|----------------|----------------|----------------|----------------|----------------|-----------------|--------------------------------|-------------|--------------------------|----------------------------------|--------------------------------|--------------------|
| Statutory | Document | Admissions inc LAC | Darrah Kelly | John McConaghy | John McConaghy | Steve Platt | Darrah Kelly | John McConaghy | John McConaghy | John McConaghy | John McConaghy | School | Local Governing Body | Trust Board | Annually | Nov-16 | Renewed Nov 2017 | |
| Statutory | Guidance document | Statement of Procedures dealing with Allegations of Abuse against staff | Bob Taylor | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Personnel | Trust Board | TB to determine | Mar-16 | Under review | |
| Statutory | Policy | Behaviour inc Home/School Agreement | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Pupil Progress and Achievement | Trust Board | Annually | Apr-17 | Renewed April 2018 | |
| Statutory | Policy | Capability of Staff Policy | Bob Taylor | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Personnel | Trust Board | TB to determine | | Under review | |
| Statutory | Docs | Central Record of Recruitment & Vetting Checks | Bob Taylor | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | LOB | Trust Board | ongoing | ongoing | On going | |
| Statutory | Policy | Charging and Remissions | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Finance | Finance Governance Group | Trust Board | Every 2 years | Apr-17 | Renewed April 2018 | |
| Statutory | Policy | Child Protection & Safeguarding Policy | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | LGB | Trust Board | Annually | Aug/Sep 2017 | Renewed August 2018 | |
| Statutory | Policy | Child Safeguarding Statement | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | LGB | Trust Board | Annually | Sep-18 | Under review | |
| Statutory | Document | Complaints Policy | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Trust Board | Trust Board | Every 2 years | Sep-17 | Ready for TB approval Oct 2017 | |
| Statutory | Policy | Data Protection | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | IT | Trust Board | Trust Board | At least every 2 years | Apr-17 | Renewed April 2018 | |
| Statutory | Policy | GYFS policy (inc: Profile Assessment) | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Headteacher | Trust Board | Annually | May-17 | Renewed May 2018 | |
| Statutory | Document | Freedom of Information | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Trust Board | Trust Board | Trust Board | when required | ongoing | Apr to date as at Sept 2018 | |
| Statutory | Policy | Health and Safety – Site Security | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Estates | Environment | Trust Board | Annually | Sep-16 | Under review | |
| Statutory | Policy | Health and Safety Policy Statement | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Estates | Trust Board | Trust Board | Annually | Apr-17 | Renewed April 2018 | |
| Statutory | Docs | Instrument of Government | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Trust Board | Trust Board | Trust Board | when required | ongoing | Apr-17 | |
| Statutory | Docs | Minutes & Papers of Governing Body mtgs | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Clerk | Chairs | Trust Board | Ongoing | Ongoing | On going | |
| Statutory | Policy | (Trust Model) Pay Policy | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Trust Board | Trust Board | Annually | Dec-16 | Under review | |
| Statutory | Policy | (Performance Management - is part of the Pay Policy) | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Trust Board | Trust Board | Annually | Dec-16 | Under review | |
| Statutory | Documents | Premises Management | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Estates | Environment | Trust Board | Annually | Apr-17 | Renewed Apr 2018 | |
| Statutory | Document | Register of Pupils' Admissions | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Headteacher | Trust Board | Live document NOT PUBLIC | Ongoing | Ongoing | On going |
| Statutory | Document | Register of Pupils' Absences | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Headteacher | Trust Board | Live document NOT PUBLIC | Ongoing | Ongoing | On going |
| Statutory | Policy | Sex Education | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Pupil Progress and Achievement | Trust Board | Every 3 years | Sep-16 | Renewed 2018 | |
| Statutory | Documents | School Information Published on the Website (whole site of statutory information inc: Disclosure & Pecuniary Interests) | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Clerk | CEO/Headteacher | Trust Board | Live document | Ongoing | Ongoing | On going |
| Statutory | Policy | Single Central Record (SCR) | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Headteacher | Trust Board | Ongoing | Ongoing | On going | |
| Statutory | Policy | Single Equality Policy (inc: information and objective statement for publications) inc: Accessibility Audit | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Estates | Trust Board | Trust Board | Trust Board | Every 3 years - publish annually | May-17 | Renewed April 2018 |
| Statutory | Policy | Special Educational Needs (SEND) Policy & Report inc LAC | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Pupil Progress and Achievement | Trust Board | Annually | Apr-17 | Renewed April 2018 | |
| Statutory | Document | Staff Discipline, Conduct & Grievance Procedures | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | HR | Personnel | Trust Board | TB to determine | Feb-13 | Under review | |
| Statutory | Policy | Supporting Pupils at school with medical conditions | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Environment | Trust Board | Every 2 years | Aug-17 | Under review - annual review | |
| Statutory | Information | Teaching and Learning (Curriculum) | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | School | Pupil Progress and Achievement | Trust Board | Every 3 years | Apr-17 | Renewed Apr 2018 | |
| Statutory | Document | Trustee & Governors Allowances | John McConaghy | John McConaghy | John McConaghy | Steve Platt | John McConaghy | Finance | Audit/Finance Gov Group | Trust Board | Annually | May-17 | Renewed May 2018 | |


**NON STATUTORY
TRUST POLICIES**

| Requirement | Type | Document | Designated Area | Committee/Responsibility | Approval | Review Frequency | Date of Last Review | Status |
|-------------|--------|---|-----------------|--------------------------------|-------------|------------------|---------------------|---------------------------------|
| | Policy | Acceptable Use (Primary) (Inc Social Media) | IT | Pupil Progress and Achievement | Trust Board | Annually | Apr-17 | Renewal April 2018 |
| | Policy | Acceptable Use - Students (Secondary) (Inc Social Media) | IT | Personnel | Trust Board | Annually | Apr-17 | Renewal April 2018 |
| | Policy | Acceptable Use - Staff (Inc Social Media) | IT | Personnel | Trust Board | Annually | Apr-17 | Renewal April 2018 |
| | Policy | Alcohol and Drugs | HR | Personnel | Trust Board | TB to determine | | under review |
| | Policy | Anti-bullying | School | Pupil Progress and Achievement | Trust Board | Every 2 years | Sep-16 | Renewal Sept 2018 |
| | Policy | Anti-Fraud & Corruption | Finance | Audit | Trust Board | Every 3 years | Nov-15 | Renewal Nov 2018 |
| | Policy | Anti Slavery and Human Trafficking Policy | CEO | Trust Board | Trust Board | Annually | Apr-17 | Renewal April 2018 |
| | Policy | Attendance Management | HR | Personnel | Trust Board | TB to determine | Nov-13 | under review |
| | Policy | Bring Your Own Device | IT | Environment | Trust Board | Annually | Nov-16 | under review |
| | Policy | British Values | CEO | CEO | Trust Board | TB to determine | Sep-17 | Renewal Sept 2018 |
| | Policy | Business Charge & Store Card Policy | Finance | Audit/Finance Gov Group | Trust Board | Every 3 years | Nov-16 | Renewal Nov 2019 |
| | Policy | CCTV | Estates | Environment | Trust Board | Every 3 years | Summer/Sept 2016 | Renewal Summer/Sept 2019 |
| | Policy | Cloud Services & Mobile Applications | IT | Environment | Trust Board | TB to determine | Nov-16 | under review |
| | Policy | Conflicts of Interest | Finance | Trust Board | Trust Board | Annually | Aug-17 | Renewal August 2018 |
| | Policy | Continuous Professional Development (within Performance Management Policy) | HR | Personnel | Trust Board | TB to determine | | under review |
| | Policy | Disaster Recovery | IT | IT | Trust Board | Every 3 years | Sep-16 | Renewal 2019 |
| | Policy | Expenses | Finance | Audit/Finance Gov Group | Trust Board | Every 3 years | Nov-16 | Renewal Nov 2019 |
| | Policy | Extremism and Anti-Radicalisation (part of Child Protection & Safeguarding) | IT | Group IT Manager | Trust Board | Every 2 years | Oct-16 | Renewal Oct 2018 |
| | Policy | Financial Management | Finance | Audit/Finance Gov Group | Trust Board | Annually | Aug-17 | Renewal Aug 2018 |
| | Policy | Flexible Working | HR | Personnel | Trust Board | Every 3 years | May-17 | Renewal May 2020 |
| | Policy | Gifts, Hospitality and Anti-Bribery Policy | Finance | Audit/Finance Gov Group | Trust Board | Annually | Sep-17 | Renewal Sept 2018 |
| | Policy | Governor Visits | Governance | CEO | Trust Board | Every 2 years | Sep-17 | Renewal Sept 2019 |
| | | Investments Policy | Finance | CFO | Trust Board | TB to determine | Oct-17 | ready for approval by TB Dec 17 |
| | Policy | IT Network Security Policy | IT | IT | Trust Board | Every 2 years | Oct-16 | Renewal Oct 2018 |
| | Policy | IT Password | IT | IT | Trust Board | Every 2 years | Nov-16 | Renewal Nov 2018 |
| | Policy | Leave of Absence | HR | Personnel | Trust Board | Every 3 years | May-17 | Renewal May 2020 |
| | Policy | Local Government Pension Scheme Discretions | CFO | Finance | Trust Board | Every 3 years | Sep-17 | Renewal Sept 2020 |
| | Policy | Long Service Award | CFO | Audit | Trust Board | Every 3 years | Sep-17 | Renewal Sept 2020 |
| | Policy | Probationary Procedure | HR | Personnel | Trust Board | Every 3 years | May-17 | Renewal Nov 2018 |
| | Policy | Safer Recruitment | HR | Personnel | Trust Board | TB to determine | Feb-13 | under review |
| | Policy | School Uniform | CEO | Pupil Progress and Achievement | Trust Board | Every 3 years | created Sept 2016 | Renewal 2019 |
| | | Slavery and Human Trafficking | HR | Personnel | Trust Board | Annually | Apr-17 | Apr-18 |
| | Policy | Twitter Usage Statement | IT | Environment | Trust Board | Annually | Nov-16 | under review |
| | Policy | Waiver of Procedure | Finance | Finance Governance Group | Trust Board | Every 3 years | Jun-16 | Renewal Summer 2019 |

| Requirement | Type | Document | Designated Area | Committee/Responsibility | Approval | Review Frequency | Date of Last Review | Status |
|-------------|---------------------|---------------------------------|-----------------|--------------------------|-------------|------------------|---------------------|------------------|
| | Compulsory Contract | WEEE Recycling Contract and SLA | Mike Ward | | | | | |
| | Policy | Whistleblowing | Finance | Audit /Finance Gov Group | Trust Board | Every 3 years | Mar-16 | renewal Mar 2018 |

Currently being updated