

E-ACT Scheme of Delegation 2017-18

ELT owner	Chief Executive
Section Owner	Director of Finance & Resources
Approver	Board of Trustees
Date Approved	25 July 2017
Review Date	July 2018

E-ACT Scheme of Delegation 2017-18

Approved by the E-ACT Board of Trustees 24 July 2017-18 (Review Date: July 2018)

Key¹

	Power of approval/ delegation of authority to
	Must be part of consultation process/ recommended by. Emboldened letters represents the lead in the process to secure relevant approval ie this person is responsible for preparing and recommending the work to the relevant approver.
EPC	Education & Personnel Committee
FC	Finance Committee
ARC	Audit & Risk Committee
AAG	Ambassadorial Advisory Group
CEO	Chief Executive Officer
DFR	Director of Finance and Resources
DE	Director of Education
DDF	Deputy Director of Finance
DDR	Deputy Director of Resources
DDO	Deputy Director of Operations
RED	Regional Education Director
ROD	Regional Operations Director
RSL	Regional System Leader
RAB ²	Raising Achievement Board (Academy educational focus). Where listed, the items will be brought to that forum for the relevant approvals.
RPB ³	Regional Performance Board (RED & ROD ½ termly performance meetings). Where listed, the items will be brought to that forum for the relevant approvals.

¹ Please note that where a particular role is not specified eg. 'Regional Director', this can be held by any member of staff at this level, eg. Regional Education Director or Regional Operations Director.

² Where a time imperative means that it is impractical to wait until the next RAB meeting, approval must be sought in writing from the relevant approver and reported at the beginning of the next meeting.

³ Where a time imperative means that it is impractical to wait until the next RPB meeting, approval must be sought in writing from the relevant approver and reported at the beginning of the next meeting.

1. EDUCATION DECISIONS

	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Other	Head Teacher	AAG
Approve National Improvement strategy		EPC	CEO					
Approve Regional Educational Improvement strategy			(via RPB)	DE	RED			
Approve Academy Educational Improvement Strategies					RED & ROD ⁴		Individual HT (RAB)	(via RAB)
Approve Trust-wide curriculum statement and f/work		EPC	CEO	DE	RED			
Approve Regional curriculum f/work			(via RPB)		RED			
Approve Academy Curriculums ⁵				(via RPB)	RED		Individual HT (RAB)	(via RAB)
Approve Trust self-evaluation		All	CEO	DE	RED			
Approve Regional self-evaluation			(via RPB)		RED & ROD ⁶			
Approve Academy self-evaluation					RED (RAB)		Individual HT (RAB)	(via RAB)
Approve Trust's educational targets			CEO	DE	RED			
Approve Regional educational targets		EPC		DE	RED			
Approve Academy educational targets		EPC		DE	RED			(via RAB)
Approve Trust-wide Pupil Premium strategy and f/work		EPC	CEO	DE	RED & ROD			
Approve Regional strategies for Pupil Premium expenditure			(via RPB)	DE	RED & ROD			
Approve Academy strategies for Pupil Premium expenditure ⁷					RED		Individual HT (RAB)	(via RAB)
The decision to issue a fixed term pupil exclusion ⁸							Individual HT	
The decision to permanently exclude, pending a disciplinary committee meeting ⁹ .						RSL behavior/ attendance	Individual HT	

⁴ Whilst the RED will lead educationally, the ROD will need to be fully involved in reviewing the financial implications of the educational improvement strategy.

⁵ Please note that this will include all aspects of the curriculum, including subject range, examination board and learning time eg. Length of the school day. However, all decisions made in relation to academy curriculum must be in line with any nationally determined frameworks, for example specific examination boards for core subjects as approved by the Board of Trustees.

⁶ Each will lead on evaluating their respective areas (Education and Operations)

⁷ Whilst the RED will lead educationally, the ROD will need to be fully involved in reviewing the financial implications of the pupil premium funding.

⁸ Must report to the RED within the same working day.

⁹ Must report to RED within same working day. The appropriate Regional System Leader must be consulted on all decisions to permanently exclude a pupil.

EDUCATION DECISIONS cont.	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Other	Head Teacher	AAG members
Educational Data								
Approval of academy school census information prior to DfE submission (scrutinised at RPB)					RED ¹⁰	Regional data lead		
Approval of QA'd half-termly Teaching strength in academy for RPB submission.					RED	Regional data lead		
Approval of QA'd half-termly Attendance and behaviour data for RPB submission.					RED	Regional data, attendance &		
Annual Reports								
Approval of national annual pupil and sports premium impact report		EPC		DE	RED & ROD			
Approval of regional annual pupil and sports premium impact reports			Via RPB		RED & ROD			
Approval of academy annual pupil and sports premium impact reports					RED & ROD		Individual HT (RAB)	
Approval of national annual DSEN impact report		EPC		DE	RED			
Approval of regional annual DSEN impact report			Via RPB		RED	Regional SEN lead		
Approval of academy annual DSEN impact report					RED	Regional SEN lead	Individual HT (RAB)	
Community and Celebration								
Approve an annual academy AAG plan, including the academy's strategy regarding: (a) celebration; (b) communication; (c) the Academy profile and involvement within the community; (d) AAG's involvement in complaints and concerns.					RED	Governance manager		

¹⁰ Process includes: (a) academy data lead submitting summary census information to HT and regional data lead (at the same time); (b) HT and regional data lead submitting QA'd recommendation to RED for approval; (c) RED approval of data; (d) HT submitting approved information to DfE, copying in to the corporate insights manager in the national team.

2. PEOPLE DECISIONS

	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAG
People Strategy & Policy							
Approve National Recruitment and development strategy		EPC	CEO	DE and DFR	RED & ROD ¹¹		
Approve Regional Recruitment and development strategy			(via RPB)		RED & ROD ¹²		
Approve annual cost of living pay award for all staff		EPC/FC	CEO	DFR			
Staffing Structures (within approved budgets)							
Approve staffing structure at National Level		EPC	CEO	DE and DFR			
Approve staffing structure at Regional Level			(via RPB)		RED & ROD		
Approve staffing structure at Academy Level (education staff)					(via RAB)	Individual HT	
Appointment of...							
CEO		All					
ELT Members		All					
National Team Staff, including Deputy Directors				DE / DFR			
Regional Education Directors ¹³				DE			
Regional Operations Directors ¹⁴				DFR			
Regional Level Team Members					RED/ROD		
Head Teachers within relevant region ¹⁵				DE	RED		
Academy Teaching Staff Senior Leadership Team					RED		
Academy Teaching staff including SENCO, DSL & SPOC and education support staff ¹⁶ .						Individual HT	
Academy support staff and regional operations staff.					ROD		
Sign Employment contracts on behalf of the Employer for the appointment of...							
CEO							
ELT Members							
National Deputy Directors							
National Team Staff				DE / DFR			
Regional Education Directors							

¹¹ Each leads their respective areas of work – Education (teaching staff) and Operations (support staff).

¹² Each leads their respective areas of work – Education (teaching staff) and Operations (support staff).

¹³ The EPC must be informed of all significant leadership appointments including Regional Education Directors, Regional Operations Directors and Headteachers.

¹⁴ The EPC & FC must be informed of appointments of Regional Operations Directors.

¹⁵ The EPC must be informed of appointments of Headteachers and Ambassador must sit on one of the interview panels.

¹⁶ The RED/ROD must approve academy teaching staff etc appointments where there is a difference in pay grade that could have a detrimental effect on the budget.

PEOPLE DECISIONS cont.	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAG
Regional Operations Directors							
Regional team members				DE / DFR			
Head Teachers							
Academy Senior Leadership Team					RED		
Academy Teaching & ed. staff including SENCO, DSL & SPOC							
Academy support staff and regional operations staff.					ROD		
Performance Management¹⁷ of...							
CEO	Chair						
ELT Members							
National Team Staff							
Regional Education Directors				DE			
Regional Operations Directors				DFR			
Regional Level Team Members					RED / ROD		
Head Teachers					RED		
Academy Senior Leadership Team							
Academy Teaching staff and education support staff.							
Academy support staff and regional operations staff.					ROD ¹⁸		
Approve Pay Progression¹⁹ of...							
CEO		EPC					
ELT Members		EPC					
National Team Staff				DFR			
Regional Education Directors		EPC					
Regional Operations Directors		EPC					
Regional Level Team Members				DFR / DE	RED/ROD		
Head Teachers		EPC			RED		
Academy Senior Leadership Team					RED	Individual HT	
Academy Teaching staff, and education support staff.					RED	Individual HT	
Academy support staff and regional operations staff.					ROD		

¹⁷ All annual performance appraisals must be completed by 31st October each year. The relevant delegated officer must ensure that all of their national, regional and academy teams (both education and operation) have had their performance appraisal completed within this time period.

¹⁸ The ROD will performance manage their senior support staff direct reports and will ensure that there is a cascading of effective performance management in place for all support staff at academy and regional level.

¹⁹ All pay progression approvals must be in line with approved national, regional and academy budgets for the respective year. The relevant ROD and/or Director of Finance and Resources must therefore be involved in the process prior to the final approval being made.

PEOPLE DECISIONS cont.	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAG
Settlement Agreements							
All staff			Please note ²⁰				
Suspension²¹ of							
CEO	Chair						
ELT Members							
National Team Staff							
Regional Education Directors							
Regional Operations Directors							
Regional Level Team Members					RED/ROD		
Head Teachers					RED		
Academy Educational Senior Leadership Team					RED		
Academy Teaching staff and education support staff.					RED		
Academy support staff and regional operations staff.					ROD		
Disciplinary Hearings²² of...							
CEO		EPC member					
ELT Members		EPC member					
National Team Staff							
Regional Education Directors							
Regional Operations Directors							
Regional Level Team Members							
Head Teachers					RED ²³		
Academy Senior Leadership Team					RED ²⁴		
Academy Teaching staff and education support ²⁵							
Academy support staff and regional operations staff					ROD ²⁶		

²⁰ No settlement agreements will be signed off for payment unless the Chief Executive has given approval for the settlement offer to be made. All agreements must be formally reported to the next EPC meeting. Any settlement agreements over the value of £15,000 must be approved by the EPC before agreement and signature.

²¹ The relevant Browne Jacobson HR partner must be consulted prior to suspension in order for full advice to be given, and the Deputy Director of Operations must be notified within the same working day as the suspension. Please note that the ELT and CEO do not need to approve suspensions where authority to approve is granted at a lower level. However the CEO and ELT may make suspensions at any level of the organisation.

²² Disciplinary hearings are made up of a single-person decision maker (as delegated), however the relevant Browne Jacobson HR partner must be present to advise the decision maker where dismissal is a potential sanction. The delegated person hearing the disciplinary hearing must appoint an Investigating Officer to undertake the investigation and to present their findings to the disciplinary hearing. The Investigating Officer must include an employee of senior status, or independent status (trustee), to the employee whose misconduct is being investigated.

²³ The RED must be a RED from a different region from which the Head Teacher works.

²⁴ The RED will normally be the RED from the same region in which the academy SLT member works.

²⁵ The Headteacher cannot be the disciplinary decision maker if they have had any involvement in the case, e.g. if they have been interviewed as a witness during the investigation.

²⁶ The ROD must be from a different region from which the academy support staff members works in.

PEOPLE DECISIONS cont.	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAG
Formal Hearings²⁷ for Grievance claims made by...							
CEO		EPC member					
ELT Members		EPC member					
National Team Staff							
Regional Education Directors		EPC member					
Regional Operations Directors							
Regional Level Team Members							
Head Teachers					RED ²⁸		
Academy Senior Leadership Team					RED ²⁹		
Academy Teaching staff and education support staff							
Academy support staff and regional operations staff					ROD		
Deals with formal parental or external complaints³⁰ (Stage 2 of policy) against....							
CEO		EPC member					
ELT Members							
National Team Staff							
Regional Education Directors							
Regional Operations Directors							
Regional Level Team Members							
Head Teachers							
Academy Senior Leadership Team							
Academy Teaching staff and education support staff							
Academy support staff and regional operations staff					ROD		

²⁷ Grievance hearings are made up of a single-person decision maker (as delegated). The delegated person hearing the grievance hearing may need to appoint an Investigating Officer to undertake the investigation and to present their findings at the grievance hearing. The Investigating Officer must include an employee of senior status, or independent status (trustee), to the employee who has received a grievance against them. In all cases listed, if the grievance is against the person delegated to hear the grievance (eg. If an academy staff member makes a grievance against the Head Teacher), the grievance will be heard by the next level up on the scheme of delegated authority.

²⁸ The RED must be a RED from a different regional from which the Headteacher works.

²⁹ The RED will normally be the RED from the same region in which the academy SLT member works.

³⁰ The delegated person dealing with stage 2 of the complaints policy may need to appoint an Investigating Officer to undertake an investigation and to present their findings in a report. Where an employee is involved in a complaint, the Investigating Officer must include an employee of senior status, or independent status (trustee), to the employee whom the complaint involves.

3. APPEALS/ DISCIPLINE COMMITTEES

Panel	Panel Members
Pupil Exclusions Discipline	RED, with 2 AAGs ³¹ . If RED has had prior involvement in case, a different RED, ROD or National Director will Chair panel.
Admissions Appeals	
Stage 3 Parental or external Complaints Committee against...	
CEO	3 Trustees
ELT Members	
National Team Staff	
RED	
ROD	
Regional Level Team Members	
Head Teachers	
Academy Senior Leadership	RED with 2 independent panelists, one of which must be an ambassador. The RED will Chair the panel and will be the RED for the region, unless they have had prior involvement in the case.
Academy Teaching staff including education support staff	RED with 2 independent panelists, one of which must be an ambassador. The RED will Chair the panel and will be the RED for the region, unless they have had prior involvement in the case.
Academy support staff and regional operations staff	ROD, with 2 independent panelists, one of which must be an ambassador. The ROD will Chair the panel and will not be the ROD for the region in which the complaint against the academy support staff is employed within.
Staff grievance appeals from...	
CEO	3 Trustees
ELT Members	
National Team Staff	
Regional Education Directors	
Regional Operations Directors	
Regional Level Team Members	
Head Teachers	
Academy Senior Leadership	National Director, with 2 AAGs.
Academy Teaching, education support, academy support and regional operations staff	RED or ROD, with 2 AAGs. The RED or ROD will Chair the panel. The RED/ROD will not be from the region in which the employee works, and will have no prior knowledge of the case.
Staff disciplinary appeals³²	
CEO	3 Trustees
ELT Members	
National Team Staff	
Regional Education Directors	
Regional Operations Directors	
Regional Level Team Members	
Head Teachers	
Academy Senior Leadership	National Director, with 2 AAGs.
Academy Teaching, education support, academy support and regional operations staff	RED or ROD, with 2 AAGs. The RED or ROD will Chair the panel. The RED/ROD will not be from the region in which the employee works, and will have no prior knowledge of the case.
Staff pay award appeals of³³	
CEO	3 Trustees not involved in the initial pay award approval
ELT Members	3 Trustees not involved in the initial pay award approval
National Team Staff	3 Trustees not involved in the initial pay award approval
Regional Education Directors	3 Trustees not involved in the initial pay award approval
Regional Operations Directors	3 Trustees not involved in the initial pay award approval
Regional Level Team Members	3 Trustees not involved in the initial pay award approval
Head Teachers	3 Trustees not involved in the initial pay award approval
Academy Senior Leadership	National Director, with 2 AAGs.

³¹ Pupil and staff academy ambassadors cannot be included within the appeals panel process for staff disciplinary, staff grievance or pupil exclusions.

³² Browne Jacobson HR partner must be present to advise where the appeal is against a dismissal made by at the disciplinary hearing stage.

³³ Browne Jacobson HR partner must be present to advise where the appeal is against a dismissal made by at the disciplinary hearing stage.

Academy Teaching, education support, academy support and regional operations staff	National Director, with 2 AAGs.
	National Director, with 2 AAGs.
Use of General Annual Grant	3 Trustees
Pooling of General Annual	In line with Pooling of Reserves policy

4. OPERATIONAL DECISIONS	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAG
Risk							
Approve the Trust-wide risk register							
Authority to take action required to ensure that all organisational risks are being							
Approve the regional risk register			Via RPB				
Authority to take action required to ensure that all regional risks are being mitigated against					RED/ROD ³⁴		
Approve the academy risk register					RED & ROD	Individual HT	(via RAB)
Authority to take action required to ensure that all academy risks are being mitigated							
Premises/Asset Management							
Approve/ reject proposals for the acquisition/ disposal of land/buildings		FC		DFR			
Approve major capital works and long-term building projects, based on annual conditions		FC		DFR			
Health & Safety							
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at national level				DFR			
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the region					ROD		
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to within the academies					ROD		
Legal							
Authority to seek legal advice from E-ACT's procured solicitors					ROD ³⁵		
Freedom of Information							
Authority to submit FOI responses on behalf of E-ACT				DFR			

³⁴ Each Director is responsible for ensuring effective mitigations of risks are in place within their respective areas of work – educations and operations.

³⁵ All legal advice should be sought via national directors (supported by the senior legal coordinator at national level) or the regional operations director. If the ROD is seeking the legal advice directly, the senior legal coordinator must be copied into all communications for national overviews and reporting.

OPERATIONAL DECISIONS cont.	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Other	Head Teacher
Information submission							
Delegation to QA and submit half-termly accurate information to the National team, including: regional staffing information; Management Accounts; H&S incidents; risk mitigation information; and estates					ROD		
Communications							
Approve all press responses identified as a risk to E-ACT's reputation (academy, regional or national level)							
Approve all press responses at national level						Comms Mgr.	
Approve all press responses at regional level					RED ³⁵	Comms Mgr.	
Approve all press responses at academy level					RED	Comms Mgr.	
Approve any commissioned writing/opinion pieces for external parties from E-ACT staff.						Comms Mgr.	
Delegation to QA all academy websites within region to ensure all are fully compliant with Ofsted and regulatory requirements					ROD		
IT							
Approve a national IT strategy				DFR		DDR	
Approve a regional IT strategy					ROD	DDR	
Operational Value for Money							
Approve national value for money operational projects		Finance		DFR			
Approve regional vfm operational projects and				DFR	ROD		

5. FINANCIAL DECISIONS

Please note:

1. The scheme of financial delegation is based on expenditure based on the approved annual budget. Any out of budget expenditure must be escalated to the Finance Director for approval.
2. Adherence to these limits is the responsibility of the signatory/ies and attempts to avoid the application of a particular threshold may result in disciplinary proceedings. Expenditure rules must not be circumnavigated deliberately or unintentionally through split invoicing, splitting contracts, etc. which may exceed an individual's limits.
3. All approvals must be made in line with E-ACT's procurement guidelines and the ESFA Academies Financial Handbook
4. No authority is delegated where the normal delegated authority has a pecuniary or other interest, as determined through their Register of Interest declarations, or where the decision would mean the academy or Trust would fail to stay within its budget. An approved budget is one approved by the E-ACT Board, except where virements or budget variances have been agreed.
5. There may be occasions where the Chair of the Board may be required to take a decision on behalf of the Board where a time imperative precludes awaiting the next Board meeting. In these cases, the Chair of the Board will consult with the Chair of the Finance Committee, and any action taken will be reported at the next Board meeting.

	Board of Trustees	Committee	CEO or DFR	Regional Director	Regional Finance
Staffing Appointments					
Any staff hire with annual cost over £100k per annum, permanent or temporary		Finance			
Any national staff hire outside of agreed budget					
Any regional staff hire outside of agreed budget					
Any academy staff hire or salary increases outside of agreed budget				ROD	
All academy staff hire if part of agreed budget					
Staff reorganisations					
Any reorganisation exceeding £100k		Finance			
Any re-organisation up to £100k and involving staff consultation or potential redundancy costs					
Any re-organisation not involving staff consultation or potential redundancy costs				ROD	
Decision to purchase Supplies³⁶ (goods), Services and Works³⁷ including leases (in budget)					
Expenditure over £100,000.					
Expenditure over £25,000 and up to £100,000.					
Expenditure over £5,000 (and £10,000 for works) and up to and including £25,000				ROD	
Expenditure up to and including £5,000 for decisions to purchase goods and services.					
Up to and including £10,000 for decisions to procure Works.					
Approval of SSJs within delegated signing limits.				ROD	

³⁶ Any ICT purchases must be in consultation and agreement with the Director of Finance & Resources.

³⁷ Except those which would commit the academy/region/national team to an increase in its budget in any subsequent financial year and except any interest in land or property. Capital works to be agreed by the Director of Finance & Resources prior to approval.

Decision to agree to a Lease³⁸ (in budget)					
Lifetime value of £100k or more					
Lifetime value of over £25,000 and up to £100,000					
Lifetime value of over £5,000 and up to £25,000				ROD	
Lifetime value of up to £5,000					
Virements and Budget variances and out of Budget spend					
Out of budget expenditure over £100k		Finance			
Out of budget expenditure up to £100k ³⁹					
Approve action plan for any budget monitoring variances greater than £100k or 5% (whichever is lower) of overall budget					
All virements over £25k and up to £100k to be subject to approval by the Finance Director and reported to the next Finance Committee meeting.					
All virements over £5k and up to £25k to be subject to approval by the Regional Operations Director and reported to the next regional RAB meeting.				ROD	
All budget allocations/virements less than £5k to be carried out by the Academy Business Manager as part of the day to day management of the academy budget.					
Sign Contracts (in budget)					
Any contract with a maximum value exceeding £100,000 or exceeding a 5 year term		Finance			
Any contract with a maximum value between £5,000 (£10,000 for works) and up to £100,000 and up to a 5 year term					
When the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an E-ACT indemnity, a guarantee or warranty to a third party					
Any contract where the maximum value of the contract will be £5,000 (£10,000 for works) except where the contract is a Deed, involves a TUPE transfer, a Lease, an automatic roll-over/renewal, an E-ACT indemnity, a guarantee or warranty to a third party, and is a 1 year term or less					
Any income exceeding £50,000 per year		Finance			
Any supply to third parties (other than renting halls, or gym space and equipment) ⁴⁰					

³⁸ Operating leases only. Finance leases must **not** be entered into. All leases over 12 months to be approved by the Director of Finance & Resources. All documents relating to lease agreements must be copied to the legal and procurement officers at national level for E-ACT records.

³⁹ All budget monitoring variances to be scrutinized and action plan agreed by meeting following variance.

⁴⁰ Prior to approval please notify the Director of Finance & Resources who will check the benefit, insurance and tax position

6. GOVERNANCE

	Members	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Reg. SLs	Head Teacher	AAG
Approve amendments to Memorandum & Articles, subject to Charity Commission and DfE approval where applicable									
Approve a Scheme of Delegation of powers from the board to sub-committees and their terms of reference; and a scheme of delegation and limitations as appropriate			All						
Approve statutory policies			As listed						
Authority to direct academies to comply with organisational policy or statutory requirements in relation to the remit of their role.									
Appointment of Members									
Appointment of Trustees									
AAG Chairs		Chair							
AAG members									
Appointment of external auditor									
Appointment of insurers									
Appointment of bankers and investment managers									
Receive the statutory annual accounts									
Approve the statutory annual accounts									

7. POLICIES

	Reviewed every...	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAB
SECTION A: The policies in Section A are policies approved at Trust level and cannot be changed. However, please note that many of the policies in this section will still require academy-specific information to be inserted eg. The name and contact details of the Local								
EMPLOYMENT POLICIES								
Recruitment and Selection Policy	2 years		EPC		DFR/DDO			
Pensions and Auto Enrolment Policy	2 years		EPC		DFR/DDO			
Reference Policy	2 years		EPC		DFR/DDO			
Teacher Pay Policy	Annually		EPC		DFR/DDO			
Teacher Appraisal Policy	Annually		EPC		DFR/DDO			
Support Staff Appraisal Policy	2 years		EPC		DFR/DDO			
Capability Policy	2 years		EPC		DFR/DDO			
Sickness Management Policy	2 years		EPC		DFR/DDO			
Special Leave Policy	2 years		EPC		DFR/DDO			
Managing Changing Staffing Needs Policy	2 years		EPC		DFR/DDO			
Employee Code of Conduct Statement	2 years		EPC		DFR/DDO			
Grievance Policy	2 years		EPC		DFR/DDO			
Disciplinary Policy	2 years		EPC		DFR/DDO			
Alcohol and Substance Misuse Policy	2 years		EPC		DFR/DDO			
Social Media Policy	2 years		EPC		DFR/DDO			
Allegations of abuse against staff and volunteers at work Policy	2 years		EPC		DFR/DDO			
Dignity at work Policy	2 years		EPC		DFR/DDO			
Maternity, Paternity, Adoption and Shared Parental Leave Policy	2 years		EPC		DFR/DDO			
Flexible working Policy	2 years		EPC		DFR/DDO			
Equality and Diversity Policy	2 years		EPC		DFR/DDO			
Whistleblowing Policy	Annually		ARC		DFR/DDO			
OPERATIONAL POLICIES								
Procurement Guidelines Policy	2 years		FIN		DFR/DDR			
Gifts & Hospitality Policy	2 years		ARC		DFR/DDO			
Volunteer expenses Policy	3 years		FIN		DFR/DDF			
Staff expenses Policy	3 years		FIN		DFR/DDF			
Conflict of Interest Policy	2 years		ARC		DFR/DDO			
Treasury Management Policy	2 years		FIN		DFR/DDF			

	Reviewed every...	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAB
Data Protection Policy	2 years		ARC		DFR/DDO			
Freedom of Information Policy	2 years		ARC		DFR/DDO			
Charging and Remissions Policy	2 years		FIN		DFR/DDF			
ICT Usage Policy	2 years		ARC		DFR/DDR			
Lettings Policy	2 years		FIN		DFR/DDR			
Reserves Management Policy	2 years		FIN		DFR/DDF			
Pooling of General Annual Grants	2 years		FIN		DFR/DDF			
HEALTH & SAFETY POLICIES								
Health & Safety Policy	2 years		ARC		DFR/DDR			
Fire Policy	2 years		ARC		DFR/DDR			
Critical Incidents Policy	2 years		ARC		DFR/DDR			
Premises & Security Policy	2 years		ARC		DFR/DDR			
Contractors' Policy	2 years		ARC		DFR/DDR			
Supervision Policy	2 years		ARC		DE			
Educational Visits Policy	2 years		ARC		DE			
First Aid Policy	2 years		ARC		DDF			
Administration of Medicines and Supporting Students with Medical Conditions Policy	2 years		ARC		DE			
PUPIL/PARENT/CARER POLICIES. Policies in bold highlight policies that must be on academy websites by law								
Safeguarding Policy	Annually		EPC	DE				
Special Educational Needs and Learning Disabilities Policy	Annually		EPC	DE				
Parental Concerns and Complaints Policy	2 years		EPC	DE				
Pupil Exclusions Policy	2 years		EPC	DE				
Anti-Bullying Policy	2 years		EPC	DE				
Academy Accessibility Plan	3 years		EPC	DE				
Disability Equality Scheme and Academy Action Plan	3 years		EPC	DE				
Preventing Extremism and radicalisation Policy	2 years		EPC	DE				
Policy on Reasonable Force and Restraint	2 years		EPC	DE				
Drugs and Substance Misuse Policy	2 years		EPC	DE				
Alcohol and Smoking Policy	2 years		EPC	DE				
Equal Opportunities Policy and Objectives	4 years		EPC	DE				
Admissions Policy	2 years		EPC	DE				
Section B: The Policies in this section will require significant academy input eg. The Behaviour Policy requires the specific rewards and sanction scheme in place at each academy. However the framework of the policy should not be deviated from. Policies in bold highlight policies that must be on academy websites by law								

	Reviewed every...	Board of Trustees	Committee	CEO	National Directors	Regional Directors	Head Teacher	AAB
Behaviour Policy	2 years			DE				
Sex and Relationships Education Policy	2 years			DE				
Attendance and Punctuality Policy	2 years			DE				
Section C: Template only policies which can be amended at academy level								
Teaching & Learning Policy	2 years						Individual HT	
Homework Policy	2 years						Individual HT	
Home-school agreement document	2 years						Individual HT	
Pupil Premium Policy (within Trust Framework)	2 years						Individual HT	
Curriculum Policy (within Trust Framework)	2 years						Individual HT	
Uniform Policy	2 years						Individual HT	

APPROVED