



E-ACT Scheme of Delegation

This policy was approved by Trustees as follows –

Board of Trustees

Date: 6 December 2017

Frequency of review: Annually

Next review date: July 2018

ELT Owner: Chief Executive Officer

Author: Director of Corporate Services / Chief
Financial Officer

E-ACT Scheme of Delegation 2017-18

Previously 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 i.e. 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
DCEO	Deputy Chief Executive Officer
CFO	Chief Financial Officer
DCS	Director of Corporate Services
COO	Chief Operating Officer
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 heard 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	DCEO	ELT members	Regional Directors	Other	Head Teacher	AAG
Approve National Improvement strategy		EPC	CEO						
Approve Regional Educational Improvement strategy			(via RPB)	DCEO		RED			
Approve Academy Educational Improvement Strategies						RED & ROD ⁴		Individual HT (RAB)	(via RAB)
Approve Trust-wide curriculum statement and f/work		EPC	CEO	DCEO		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	DCEO		RED			
Approve Regional self-evaluation			(via RPB)			RED & ROD ⁶⁶			
Approve Academy self-evaluation						RED (RAB)		Individual HT (RAB)	(via RAB)
Approve Trust's educational targets			CEO	DCEO		RED			
Approve Regional educational targets		EPC		DCEO		RED			
Approve Academy educational targets		EPC		DCEO		RED			(via RAB)
Approve Trust-wide Pupil Premium strategy and f/work		EPC	CEO	DCEO		RED & ROD			
Approve Regional strategies for Pupil Premium expenditure			(via RPB)	DCEO		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 Must report to the RED within the same working day.

⁸ Must report to RED within same working day. The appropriate Regional System Leader must be consulted on all decisions to permanently exclude a pupil.

⁹ 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.

EDUCATION DECISIONS cont.	Board of Trustees	Committee	CEO	DCEO	ELT members	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		DCEO		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		DCEO		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	DCEO	ELT Members	Regional Directors	Head Teacher	AAG
People Strategy & Policy								
Approve National Recruitment and development strategy		EPC	CEO	DCEO	DCS	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		DCS			
Staffing Structures (within approved budgets)								
Approve staffing structure at National Level		EPC	CEO	DCEO	DCS			
Approve staffing structure at Regional Level			(via RPB)			RED & ROD		
Approve staffing structure at Academy Level (education staff)						(via RAB)	Individual HT	
Appointment of¹³...								
CEO		All						
ELT Members		All						
National Team Staff, including Deputy Directors				DCEO	DCS			
Regional Education Directors				DCEO				
Regional Operations Directors					COO			
Regional Level Team Members						RED/ROD		
Head Teachers within relevant region ¹⁴				DCEO		RED		
Academy Teaching Staff Senior Leadership Team						RED		
Academy Teaching staff including SENCO, DSL & SPOC and education support staff ¹⁵ .							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				DCEO				
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 AAG Chair or another ambassador must sit on one of the interview panels for the headteacher.

¹⁵ 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	DCEO	ELT members	Regional Directors	Head Teacher	AAG
Regional Operations Directors								
Regional team members				DCEO	COO			
Head Teachers								
Academy Senior Leadership Team						RED		
Academy Teaching & ed. staff including SENCO, DSL & SPOC								
Academy support staff and regional operations staff.						ROD		
Performance Management¹⁶ of...								
CEO	Chair							
ELT Members								
National Team Staff								
Regional Education Directors				DCEO	DE			
Regional Operations Directors					COO			
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 Progression¹⁷ of...								
CEO		EPC						
ELT Members		EPC						
National Team Staff					DCS			
Regional Education Directors		EPC						
Regional Operations Directors		EPC						
Regional Level Team Members				DCEO	COO	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		

¹⁶ All annual performance appraisals must be completed by 31 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.

¹⁷ All pay progression approvals must be in line with approved national, regional and academy budgets for the respective year. The relevant ROD and / or Chief Financial Officer must therefore be involved in the process prior to the final approval being made.

PEOPLE DECISIONS cont.	Board of Trustees	Committee	CEO	DCEO	ELT members	Regional Directors	Head Teacher	AAG
Settlement Agreements								
All staff			Please note ¹⁸					
Suspension of¹⁹								
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 Hearings²⁰ of...								
CEO		EPC member						
ELT Members		EPC member						
National Team Staff								
Regional Education Directors								
Regional Operations Directors								
Regional Level Team Members								
Head Teachers						RED ²¹		
Academy Senior Leadership Team						RED ²²		
Academy Teaching staff and education support ²³								
Academy support staff and regional operations staff						ROD ²⁴		

¹⁸ 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.

¹⁹ The relevant Browne Jacobson HR partner must be consulted prior to suspension in order for full advice to be given, and the Director of Corporate Services must be notified within the same working day as the suspension. Where the decision to suspend is against HR advice, the Director of Corporate Services must be consulted before a final decision is confirmed. 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

²⁰ 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.

²¹ The RED must be a RED from a different region from which the Headteacher works.

²² The RED will normally be the RED from the same region in which the academy SLT member works.

²³ 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.

²⁴ 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	DCEO	National Directors /CFO/COO	Regional Directors	Head Teacher	AAG
Formal Hearings²⁵ 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 ²⁶		
Academy Senior Leadership Team						RED ²⁷		
Academy Teaching staff and education support staff								
Academy support staff and regional operations staff						ROD		
Deals with formal parental or external complaints²⁸ (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		

²⁵ 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.

²⁶ The RED must be a RED from a different regional from which the Headteacher works.

²⁷ The RED will normally be the RED from the same region in which the academy SLT member works.

²⁸ 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 ²⁹ . 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 appeals³⁰	
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 of	
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.

²⁹ Pupil and staff academy ambassadors cannot be included within the appeals panel process for staff disciplinary, staff grievance or pupil exclusions.

³⁰ 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	DCEO	National Directors /CFO/COO	Regional Directors	Head Teacher	AAG
New academies								
Contact with RSC to discuss potential new academy and initial preparatory work.	Chair							
Approval to progress to due diligence		EPC / FC						
Approval to sign MoU of transfer to E-ACT								
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 ³¹		
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			COO			
Approve major capital works and long-term building projects, based on annual conditions		FC			COO			
Health & Safety								
Authority to take action required to ensure that all Health & Safety policies and procedures are being adhered to at national level					COO			
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		

³¹ Each Director is responsible for ensuring effective mitigations of risks are in place within their respective areas of work – educations and operations.

OPERATIONAL DECISIONS cont.	Board of Trustees	Committee	CEO	DCEO	ELT members	Regional Directors	Other	Head Teacher
Legal								
Authority to seek legal advice from E-ACT's procured solicitors						ROD ³²		
Freedom of Information								
Authority to submit FOI responses on behalf of E-ACT					DCS			
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)					DCS			
Approve all press responses at national level					DCS		Comms Mgr.	
Approve all press responses at regional level					DCS	ROD	Comms Mgr.	
Approve all press responses at academy level					DCS	ROD	Comms Mgr.	
Approve any commissioned writing/opinion pieces for external parties from E-ACT staff.					DCS		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					COO			
Approve a regional IT strategy						ROD		
Operational Value for Money								
Approve national value for money operational projects		Finance			COO			
Approve regional vfm operational projects and					COO	ROD		

³² All legal advice should be sought via the Director of Corporate Services of the regional operations director. If the ROD is seeking the legal advice directly, the Director of Corporate Services must be copied into all communications for national overviews and reporting.

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 Chief Financial Officer 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 CFO	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 Supplies³³ (goods), Services and Works³⁴ 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	

³³ Any ICT purchases must be in consultation and agreement with the Chief Financial Officer.

³⁴ 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.

Decision to agree to a Lease³⁵ (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 ³⁶					
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) ³⁷					

³⁵ Operating leases only. Finance leases must not be entered into. All leases over 12 months to be approved by the Chief Financial Officer. All documents relating to lease agreements must be copied to the legal and procurement officers at national level for E-ACT records.

³⁶ All budget monitoring variances to be scrutinized and action plan agreed by meeting following variance.

³⁷ Prior to approval please notify the Chief Financial Officer who will check the benefit, insurance and tax position.

7. POLICIES

	Reviewed every...	Board of Trustees	Committee	CEO	DCEO	ELT members	Regional Directors	Head Teacher	AAG
EMPLOYMENT POLICIES									
Recruitment and Selection Policy	2 years		EPC			DCS/COO			
Pensions and Auto Enrolment Policy	2 years		EPC			DCS/CFO			
Reference Policy	2 years		EPC			DCS			
Teacher Pay Policy	Annually		EPC		DCEO	DCS			
Teacher Appraisal Policy	Annually		EPC		DCEO	DCS			
Support Staff Appraisal Policy	2 years		EPC			DCS/CFO/COO			
Capability Policy	2 years		EPC			DCS/COO			
Sickness Management Policy	2 years		EPC			DCS/COO			
Special Leave Policy	2 years		EPC			DCS/COO			
Managing Changing Staffing Needs Policy	2 years		EPC			DCS/COO			
Employee Code of Conduct Statement	2 years		EPC			DCS/COO			
Grievance Policy	2 years		EPC			DCS/COO/CFI			
Disciplinary Policy	2 years		EPC			DCS			
Alcohol and Substance Misuse Policy	2 years		EPC			DCS			
Social Media Policy	2 years		EPC			DCS			
Allegations of abuse against staff and volunteers at work Policy	2 years		EPC			DCS			
Dignity at work Policy	2 years		EPC			DCS			
Maternity, Paternity, Adoption and Shared Parental Leave Policy	2 years		EPC			DCS			
Flexible working Policy	2 years		EPC			DCS			
Equality and Diversity Policy	2 years		EPC			DCS			
Whistleblowing Policy	Annually		ARC			DCS			
OPERATIONAL POLICIES									
Procurement Guidelines Policy	2 years		FIN			DCS/CFO			
Gifts & Hospitality Policy	2 years		ARC			DCS/CFO			
Volunteer expenses Policy	3 years		FIN			DCS/CFO			
Staff expenses Policy	3 years		FIN			DCS/CFO			
Conflict of Interest Policy	2 years		ARC			DCS/COO			
Treasury Management Policy	2 years		FIN			DCS/CFO			

	Reviewed every...	Board of Trustees	Committee	CEO	DCEO	ELT members	Regional Directors	Head Teacher	AAG
Data Protection Policy	2 years		ARC			DCS			
Freedom of Information Policy	2 years		ARC			DCS			
Charging and Remissions Policy	2 years		FIN			DCS/CFO			
ICT Usage Policy	2 years		ARC			DCS			
Lettings Policy	2 years		FIN			DCS/CFO			
Reserves Management Policy	2 years		FIN			CFO			
Pooling of General Annual Grants	2 years		FIN			CFO			
HEALTH & SAFETY POLICIES									
Health & Safety Policy	2 years		ARC			COO/DCS			
Fire Policy	2 years		ARC			COO/DCS			
Critical Incidents Policy	2 years		ARC			COO/DCS			
Premises & Security Policy	2 years		ARC			COO/DCS			
Contractors' Policy	2 years		ARC			COO/DCS			
Supervision Policy	2 years		ARC		DCEO				
Educational Visits Policy	2 years		ARC		DCEO				
First Aid Policy	2 years		ARC			COO/DCS			
Administration of Medicines and Supporting Students with Medical Conditions Policy	2 years		ARC		DCEO				
PUPIL/PARENT/CARER POLICIES. Policies in bold highlight policies that must be on academy websites by law									
Safeguarding Policy	Annually		EPC		DCEO				
Special Educational Needs and Learning Disabilities Policy	Annually		EPC		DCEO				
Parental Concerns and Complaints Policy	2 years		EPC		DCEO				
Pupil Exclusions Policy	2 years		EPC		DCEO				
Anti-Bullying Policy	2 years		EPC		DCEO				
Academy Accessibility Plan	3 years		EPC		DCEO				
Disability Equality Scheme and Academy Action Plan	3 years		EPC		DCEO				
Preventing Extremism and radicalisation Policy	2 years		EPC		DCEO				
Policy on Reasonable Force and Restraint	2 years		EPC		DCEO				
Drugs and Substance Misuse Policy	2 years		EPC		DCEO				
Alcohol and Smoking Policy	2 years		EPC		DCEO				
Equal Opportunities Policy and Objectives	4 years		EPC		DCEO				
Admissions Policy	2 years		EPC		DCEO				

