



# E-ACT Scheme of Delegation

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This policy was approved by Trustees as follows –

Board of Trustees

Date: July 2018

Frequency of review: Annually

Next review date: July 2019

ELT Owner: Chief Executive Officer

Author: Director of Corporate Services / Chief  
Financial Officer

## E-ACT Scheme of Delegation 2018-19

The E-ACT Scheme of Delegation is designed to detail the authorities delegated by the trustees to E-ACT employees and should be read in conjunction with E-ACT policies. This is a fluid document and will be updated as changes occur to the decision-making processes of E-ACT.

### Key<sup>1</sup>

	Power of approval/ delegation of authority to
	Must be part of consultation process/ recommended by. <b>Emboldened</b> 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 <sup>2</sup>
ROD	Regional Operations Director <sup>3</sup>
RSL	Regional System Leader
RAB <sup>4</sup>	Raising Achievement Board (Academy educational focus). Where listed, the items will be brought to that forum for the relevant approvals.
RPB <sup>5</sup>	Regional Performance Board (RED & ROD six weekly performance meetings). Where listed, the items will be brought to that forum for the relevant approvals.

## 1. EDUCATION DECISIONS

<sup>1</sup> 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.

<sup>2</sup> Responsible for academy Education Staff

<sup>3</sup> Responsible for academy and regional operational staff including support staff

<sup>4</sup> 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.

<sup>5</sup> 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.

	Board of Trustees	Committee	CEO	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 <sup>6</sup>		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 <sup>7</sup>				(via RPB)	RED		Individual HT (RAB)	(via RAB)
Approve Trust self-evaluation		All	CEO	DCEO	RED			
Approve Regional self-evaluation			(via RPB)		RED & ROD <sup>8,6</sup>			
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 <sup>9</sup>					RED		Individual HT (RAB)	(via RAB)
The decision to issue a fixed term pupil exclusion <sup>10</sup>							Individual HT	
The decision to permanently exclude, pending a disciplinary committee meeting <sup>11</sup> .						RSL behavior/attendance	Individual HT	

<sup>6</sup> Whilst the RED will lead educationally, the ROD will need to be fully involved in reviewing the financial implications of the educational improvement strategy.

<sup>7</sup> 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.

<sup>8</sup> Each will lead on evaluating their respective areas (Education and Operations)

<sup>9</sup> Must report to the RED within the same working day.

<sup>10</sup> Must report to RED within same working day. The appropriate Regional System Leader must be consulted on all decisions to permanently exclude a pupil.

<sup>11</sup> 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	ELT members	Regional Directors	Other	Head Teacher	AAG members
Approval of academy school census information prior to DfE submission (scrutinised at RPB) <sup>12</sup>					RED	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 lead		
<b>Annual Reports</b>								
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)	
<b>Community and Celebration</b>								
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		
<b>School Closures<sup>13</sup></b>								
Decision to close for health and safety reasons					RED + ROD			

<sup>12</sup> 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.

<sup>13</sup> Unless specified, the decision to close a school can only be approved by the trustees

## 2. PEOPLE DECISIONS

	Board of Trustees	Committee	CEO	ELT Members	Regional Directors	Head Teacher	AAG
<b>People Strategy &amp; Policy</b>							
Approve National Recruitment and development strategy		EPC	CEO	DCEO / DCS	RED & ROD		
Approve Regional Recruitment and development strategy					RED & ROD <sup>14</sup>		
Approve annual cost of living pay award for all staff		EPC/FC	CEO	DCS			
<b>Staffing Structures (within approved budgets)</b>							
Approve staffing structure at National Level		EPC	CEO	DCEO / DCS			
Approve staffing structure at Regional Level					RED & ROD		
Approve staffing structure at Academy Level (education staff)					(via RAB)	Individual HT	
<b>Appointment of<sup>15</sup>...</b>							
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 <sup>16</sup>				DCEO	RED		
Academy Teaching Staff Senior Leadership Team					RED		
Academy Teaching staff including SENCO, DSL & SPOC and education support staff <sup>17</sup> .						Individual HT	
Academy support staff and regional operations staff.					ROD		
CEO							
ELT Members							
National Deputy Directors							
National Team Staff							
Regional Education Directors							
Regional Operations Directors							
Regional team members				DCEO / COO			
Head Teachers							
Academy Senior Leadership Team					RED		

<sup>14</sup> Each leads their respective areas of work – Education (teaching staff) and Operations (support staff).

<sup>15</sup> EPC must be informed of all significant leadership appointments including Regional Education Directors, Regional Operations Directors and Headteachers

<sup>16</sup> The AAG Chair or another ambassador must sit on one of the interview panels for the headteacher.

<sup>17</sup> 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.

	Board of Trustees	Committee	CEO	ELT Members	Regional Directors	Head Teacher	AAG
Academy Teaching & ed. staff including SENCO, DSL & SPOC							
Academy support staff and regional operations staff.					ROD		
<b>Performance Management<sup>18</sup> of...</b>							
CEO	Chair						
ELT Members							
National Team Staff							
Regional Education Directors				DCEO			
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 <sup>18</sup>		
<b>Approve Pay Progression<sup>19</sup> of...</b>							
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		
<b>Settlement Agreements</b>							
All staff			Please note <sup>20</sup>				

<sup>18</sup> 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.

<sup>19</sup> 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.

<sup>20</sup> 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.

	Board of Trustees	Committee	CEO	ELT Members	Regional Directors	Head Teacher	AAG
<b>Suspension of<sup>21</sup></b>							
CEO	Chair						
ELT Members	Chair						
National Team Staff							
Regional 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		
<b>Disciplinary Hearings<sup>22</sup> of...</b>							
CEO		EPC member					
ELT Members		EPC member					
National Team Staff							
Regional Education Directors							
Regional Operations Directors							
Regional Level Team Members							
Head Teachers					RED <sup>23</sup>		
Academy Senior Leadership Team					RED <sup>24</sup>		
Academy Teaching staff and education support <sup>25</sup>							
Academy support staff and regional operations staff					ROD <sup>26</sup>		

<sup>21</sup> The relevant 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

<sup>22</sup> 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 be an employee of senior status, or independent status (trustee), to the employee whose misconduct is being investigated.

<sup>23</sup> The RED must be a RED from a different region from which the Headteacher works.

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

<sup>25</sup> 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.

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

<b>Formal Hearings<sup>27</sup> for Grievance claims made by...</b>								
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 <sup>28</sup>		
Academy Senior Leadership Team						RED <sup>29</sup>		
Academy Teaching staff and education support staff								
Academy support staff and regional operations staff						ROD		
<b>Deals with formal parental or external complaints<sup>30</sup> (Stage 2 of policy) against....</b>								
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		

<sup>27</sup> 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.

<sup>28</sup> The RED must be a RED from a different regional from which the Headteacher works.

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

<sup>30</sup> 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
<b>Pupil Exclusions Discipline</b>	RED, with 2 AAGs <sup>31</sup> . If RED has had prior involvement in case, a different RED, ROD or National Director will Chair panel.
<b>Admissions Appeals</b>	
<b>Stage 3 Parental or external Complaints Committee against...</b>	
CEO / ELT members	3 Trustees
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	
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.
<b>Staff<sup>32</sup> appeals<sup>33</sup> from...</b>	
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 <sup>34</sup>
<b>Staff pay award appeals<sup>35</sup></b>	
Academy Senior Leadership	National Director, with 2 AAGs.
Academy Teaching, education support, academy support and regional operations staff	National Director, with 2 AAGs.
<b>Use of General Annual Grant</b>	3 Trustees
<b>Pooling of General Annual Grant</b>	In line with Pooling of Reserves policy

<sup>31</sup> Pupil and staff academy ambassadors cannot be included within the appeals panel process.

<sup>32</sup> The HR partner must be present to advise where the appeal is against a dismissal made by at the disciplinary hearing stage.

<sup>33</sup> Staff appeals encompass the following areas: Flexible working, Grievance, Disciplinary, Sickness management, Capability policy and Managing changing staffing needs

<sup>34</sup> 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.

<sup>35</sup> Unless specified, pay award appeals are heard by three trustees, not involved in the initial pay award approval

## 4. OPERATIONAL DECISIONS

	Board of Trustees	Committee	CEO	National Directors /CFO/COO	Regional Directors	Head Teacher	AAG
<b>New academies</b>							
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							
<b>Risk</b>							
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 <sup>36</sup>		
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							
<b>Premises/Asset Management</b>							
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			
<b>Health &amp; Safety</b>							
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		

<sup>36</sup> 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	ELT members	Regional Directors	Other	Head Teacher
<b>Legal</b>							
Authority to seek legal advice from E-ACT's procured solicitors				DCS	ROD <sup>37</sup>		
<b>Freedom of Information</b>							
Authority to submit FOI responses on behalf of E-ACT						Governance Manager	
<b>Information submission</b>							
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		
<b>Communications</b>							
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 &/ 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		
<b>IT</b>							
Approve a national IT strategy				COO			
Approve a regional IT strategy					ROD		
<b>Operational Value for Money</b>							
Approve national value for money operational projects		Finance		COO			
Approve regional vfm operational projects and				COO	ROD		

<sup>37</sup> All legal advice should be sought via the Director of Corporate Services or 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 variations 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
<b>Staffing Appointments</b>					
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					
<b>Staff reorganisations</b>					
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	
<b>Decision to purchase Supplies<sup>38</sup> (goods), Services and Works<sup>39</sup> including leases (in budget)</b>					
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	

<sup>38</sup> Any ICT purchases must be in consultation and agreement with the Chief Financial Officer.

<sup>39</sup> 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.

<b>Decision to agree to a Lease<sup>40</sup> (in budget)</b>					
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					
<b>Virements and Budget variances and out of Budget spend</b>					
Out of budget expenditure over £100k		Finance			
Out of budget expenditure up to £100k <sup>41</sup>					
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.					
<b>Sign Contracts (in budget)</b>					
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, <b>and</b> 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) <sup>42</sup>					
<b>Bank accounts</b>					
Opening new bank accounts		Via CFO			

<sup>40</sup> 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.

<sup>41</sup> All budget monitoring variances to be scrutinized and action plan agreed by meeting following variance.

<sup>42</sup> Prior to approval please notify the Chief Financial Officer who will check the benefit, insurance and tax position.





## 8. POLICIES

Policy name	Category	Review period	Approved by	ELT owner	Category
Teacher Appraisal Policy	Employment	Annual	EPC	Director of Operations	Employment
Template Sex & Relationships Policy (Primary)	Education	2 years	EPC	Director of Education	Education
Template Sex & Relationships Policy (Secondary)	Education	2 years	EPC	Director of Education	Education
Academy Accessibility Plan 2016-17	Education	3 years	EPC	Director of Operations	Education
Alcohol and Smoking Policy	Education	2 years	EPC	Director of Education	Education
Teacher Pay Policy	Employment	Annual	EPC	Director of Operations	Employment
Health and Safety Policy	Operations	Annual	ARC	Director of Operations	Operations
Safeguarding policy 2016-17	Education	Annual	EPC	Director of Education	Education
Special Educational Needs and Learning Policy 2016-17	Education	Annual	EPC	Director of Education	Education
Behaviour Policy 2016-17	Education	2 years	EPC	Director of Education	Education
E-ACT Capability Policy	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Flexible Working Policy	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Whistleblowing Policy	Operations	Annual	ARC	CEO	Operations
Administration of medicines / support for children with medical needs	Education	2 years	EPC	Director of Education	Education
Charging and Remissions Policy	Operations	2 years	FC	Director of Operations / CFO	Operations
Concerns and Complaints Policy 2016-17	Education	2 years	EPC	Director of Education	Education
Freedom of Information Policy	Operations	2 years	EPC	Director of Corporate Affairs	Operations



Policy name	Category	Review period	Approved by	ELT owner	Category
Trustee and Ambassadors Expense Policy	Operations	2 years	FC	Director of Corporate Affairs	Operations
Disciplinary Policy and Procedure	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Grievance Policy and Procedure	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Dignity at Work Policy	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Equality and Diversity Policy	Employment	2 years	EPC	Director of Corporate Affairs	Employment
Equal Opportunities Policy	Education	4 years	EPC	Director of Corporate Affairs	Education
Data Protection Policy	Operations	2 years	ARC	Director of Corporate Affairs	Operations
Template Uniform Policy	Education	2 years	EPC	Director of Education	Education
Drugs & Substance Misuse Policy	Education	2 years	EPC	Director of Education	Education
E-ACT Code of Conduct	Employment	2 years	EPC	Director of Operations	Employment
Pensions Auto Enrolment Policy	Employment	2 years	ELT	Director of Operations	Employment
Disability Equality Scheme 2016-17	Education	3 years	ELT	Director of Education	Education
Recruitment and Selection Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment
Reference Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment
Social Media Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment
Anti-Bullying Policy 2016-17	Education	2 years	ELT	Director of Education	Education
Peer on Peer Abuse Policy and Procedure	Education	2 years	ELT	Director of Education	Education
Pupil Exclusions Policy 2016-17	Education	2 years	ELT	Director of Education	Education
SCR Personal Files Policy	Education	2 years	ELT	Director of Education	Education
Attendance and Punctuality Policy 2016-17	Education	2 years	ELT	Director of Education	Education
E-ACT Support Staff Appraisal Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment

Policy name	Category	Review period	Approved by	ELT owner	Category
Managing Changing Staffing Needs Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment
Special Leave Provision Policy	Employment	2 years	ELT	Director of Corporate Affairs	Employment
Alcohol and other Substance Misuse Policy	Employment	2 years	ELT	Director of Operations	Employment
Conflicts of Interest Policy	Operations	2 years	ELT	CFO	Operations
Gifts and Hospitality Policy	Operations	2 years	ELT	Director of Corporate Affairs	Operations
Government Card Procurement Policy	Operations	2 years	ELT	CFO	Operations
ICT Usage Policy	Operations	2 years	ELT	Director of Operations	Operations
Lettings Policy	Operations	2 years	ELT	Director of Operations	Operations
Preventing Extremism and Radicalisation Policy 2016-17	Education	2 years	ELT	Director of Education	Education
Treasury Management Policy	Operations	Annual	ELT	CFO	Operations
Trips and Visits Policy	Education	2 years	ELT	Director of Education	Education
Use of Force & Physical Restraint Policy	Education	2 years	ELT	Director of Education	
Sickness Management Policy	Employment	2 years	ELT	Director of Operations	Employment
Procurement Policy	Operations	2 years	ELT	Director of Finance & Resources	Operations
Template Curriculum Policy (Primary)	Education	2 years	ELT	Director of Education	Education
Template Curriculum Policy (Secondary)	Education	2 years	ELT	Director of Education	Education
Template Homework Policy (Primary)	Education	2 years	ELT	Director of Education	Education
Template Marking Feedback (Primary)	Education	2 years	ELT	Director of Education	Education
Template Pupil Premium Policy	Education	2 years	ELT	Director of Education	Education
Template Teaching & Learning Policy (Secondary)	Education	2 years	ELT	Director of Education	Education
Staff Expenses Policy	Operations	3 years	ELT	Director of Operations	Operations