

MAT POLICIES - MASTER COPY

Last updated 20th May 2021

Statutory Policies in RED

Additional Policies in BLUE

Document name	Review frequency	Suggested review	Status	Ratified	Review date	Review meeting	Committee	MAT/LG	Website
Allegations of Abuse against Staff	Directors determine	2 years	Ratified	Jul-19	May-21	2021 Summer	Resources	MAT	yes
Charging and Remissions Policy	Directors determine	2 years	Ratified	Jul-19	May-21	2021 Summer	Resources	MAT	yes
Health and Safety Policy	Directors determine	2 years	Ratified	Jul-19	May-21	2021 Summer	Resources	MAT	yes
H&S addendum - NCC Covid19 com	Directors determine	2 years	Ratified	May-20	May-21	2021 Summer	Resources	MAT	yes
Attendance Policy	Directors determine	1 year	Ratified	Aug-20	May-21	2021 Summer	TLS	MAT	yes
Attendance Policy - Covid19 addend	Directors determine	1 year	Ratified	Aug-20	May-21	2021 Summer	TLS	MAT	yes
Holidays in Term Time Policy	Directors determine	2 years	Ratified	Jul-19	May-21	2021 Summer	TLS	MAT	yes
Prevent (extremism and radicalisatio	Directors determine	2 years	Ratified	Jul-19	May-21	2021 Summer	TLS	MAT	yes
Risk Assessment policy	Directors determine	1 year	Ratified	Dec-20	Sep-21	2021 Autumn	Resources	MAT	yes
PSED statement	1 year	1 year	Ratified	Sep-20	Sep-21	2021 Autumn	Resources	MAT	yes
Pay Policy annex 6 Pay Scales	Directors determine	1 year	Ratified	Sep-20	Sep-21	2021 Autumn	Resources	MAT	yes
Virtual Meetings Policy	Directors determine	1 year	Ratified	Dec-20	Sep-21	2021 Autumn	TLS	MAT	yes
Remote Education policy	Directors determine	1 year	Ratified	Dec-20	Sep-21	2021 Autumn	TLS	MAT	yes
Online Safety and ICT Acceptable Use	Directors determine	2 years	Ratified	Dec-19	Nov-21	2021 Autumn	TLS	MAT	yes
Finance Policy	Directors determine	1 year	Ratified	Apr-21	Mar-22	2022 Spring	Resources	MAT	yes
First Aid policy	Directors determine	2 years	Ratified	Mar-20	Mar-22	2022 Spring	TLS	MAT	yes
Probationer procedure	Directors determine	2 years	Ratified	Jul-20	May-22	2022 Summer	Resources	MAT	yes
Pay Policy	Directors determine	2 years	Ratified	Dec-20	Sep-22	2022 Autumn	Resources	MAT	yes
Data Protection Policy	2 years	2 years	Ratified	Dec-20	Sep-22	2022 Autumn	Resources	MAT	yes
Newly Qualified Teachers policy	Directors determine	2 years	Ratified	Dec-20	Sep-22	2022 Autumn	TLS	MAT	yes
Appraisal Policy - Support Staff	Directors determine	2 years	Ratified	Aug-20	Dec-22	2022 Autumn	Resources	MAT	yes
Appraisal Policy - Teachers	Directors determine	2 years	Ratified	Aug-20	Dec-22	2022 Autumn	Resources	MAT	yes
Capability policy (all employees)	Directors determine	4 years	Ratified	Aug-20	Dec-22	2022 Autumn	Resources	MAT	yes
Disciplinary policy and procedure (all	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Grievance Resolution Policy and pro	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Sickness Absence Management poli	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Complaints Procedure	Directors determine	4 years	Ratified	Jul-19	Mar-23	2023 Spring	Audit & Risk	MAT	yes
Competitive Tendering policy	Directors determine	2 years	Ratified	Apr-21	Mar-23	2023 Spring	Resources	MAT	yes
Code of Conduct policy	Directors determine	4 years	Ratified	Jul-19	Mar-23	2023 Spring	Resources	MAT	yes
Investment Policy	Directors determine	4 years	Ratified	Mar-19	Mar-23	2023 Spring	Resources	MAT	yes
Assets & Depreciation policy	Directors determine	2 years	Ratified	May-21	May-23	2023 Summer	Resources	MAT	yes
Anti-Corruption, Fraud and Bribery P	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes

Freedom of Information Act publicati	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes
Register of Business and Pecuniary	Directors determine	4 years	Current	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes
Whistleblowing Policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes
Additional Hours Policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Adoption policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Debit Card and Charge Card policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Directors and Governors Allowances	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Disciplinary Panel or Appeal Procedu	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Discretionary Leave of Absence polic	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
External lecturing policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Flexible Working policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Learning Beyond the Classroom Poli	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Loan of School Equipment Policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Maternity Leave and Pay policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
No Smoking Policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Policy on the Use of CCTV Cameras	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Public Sector Equality Duty	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Secondment policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Shared Parental Leave policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Staffing Adjustment policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Dignity at Work policy	Directors determine	3 years	Ratified	May-21	May-24	2024 Summer	Resources	MAT	yes
Equality Diversity policy and Action P	Directors determine	3 years	Ratified	May-21	May-24	2024 Summer	Resources	MAT	yes
Safer Recruitment and Selection Pol	Directors determine	4 years	Ratified	Apr-21	Mar-25	2025 Summer	Resources	MAT	yes
Directors Board Minutes	n/a	n/a	ongoing	n/a	n/a	n/a	Board	MAT	no
Directors Committee Minutes	n/a	n/a	ongoing	n/a	n/a	n/a	Board	MAT	no
Articles of Association	n/a	n/a	Current	n/a	n/a	n/a	n/a	MAT	yes
LGPS statement on use of discretion	Directors determine	live	Ratified	Jul-16	n/a	n/a	n/a	MAT	yes
Register of Directors Business Inter	Directors determine	live	Current			ongoing	Board	MAT	yes

MAT Policies Review Schedule 2020-21

Autumn 2020	Spring 2021	Summer 2021							
Full Board	LGB Chairs committee	Audit & Risk committee							
Audit & Risk committee	Full Board	Assets & Depreciation policy							
Resources committee	Resources committee	Full Board							
Pay Policy	Competitive Tendering p	Resources committee							
Data Protection Policy	Finance Policy	Allegations of Abuse against Staff							
PSED statement		Charging and Remissions Policy							
Risk Assessment policy	TLS committee	Health and Safety Policy							
	Full Board	H&S Covid-19 addendum							

TLS committee									
NQT policy		LGB Chairs committee							
		TLS committee							
Full Board		Holidays in Term Time Policy							
		Prevent (extremism and radicalisation) policy							
		Attendance policy							
		Attendance - Covid-19 addendum							
		Full Board							
MAT Policies Review Schedule 2021-22									
Autumn 2021	Spring 2022	Summer 2022							
Full Board	LGB Chairs committee	Full Board							
Resources committee	Full Board	Audit & Risk committee							
Pay policy annex 6 Pay scales	Resources committee	Resources committee							
Risk Assessment policy	Finance Policy	Probationer procedure							
PSED statement	TLS committee	Pay policy							
TLS committee	First Aid policy								
Virtual Meetings Policy									
Remote Education policy									
Online Safety and ICT Acceptable Use	Full Board	LGB Chairs committee							
		TLS committee							
Resources committee		Full Board							