

MAT POLICIES - MASTER COPY									
Last updated 18th August 2021									
Statutory Policies in RED									
Additional Policies in BLUE									
Document name	Review frequency	Suggested review	Status	Ratified	Review date	Review meeting	Committee	MAT/LGI	Website
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
Capital and Revenue Reserves policy	Directors determine	3 years	in draft		Sep-21	2021 Autumn	Resources	MAT	No
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 Policy	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
Early Career Teachers policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	TLS	MAT	yes
Attendance Policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	TLS	MAT	yes
Pay Policy annex 6 Pay Scales	Directors determine	1 year	Ratified	Jul-21	Jul-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 employees)	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Grievance Resolution Policy and procedure	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Sickness Absence Management policy	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
Anti-Corruption, Fraud and Bribery Policy	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes
Freedom of Information Act publication scheme	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Audit & Risk	MAT	yes
Register of Business and Pecuniary Interests	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
Allegations of Abuse against Staff	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	Resources	MAT	yes
Charging and Remissions Policy	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	Resources	MAT	yes
Health and Safety Policy	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	Resources	MAT	yes
Assets & Depreciation policy	Directors determine	2 years	Ratified	May-21	May-23	2023 Summer	Resources	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 Procedure	Directors determine	4 years	Ratified	Jul-19	May-23	2023 Summer	Resources	MAT	yes
Discretionary Leave of Absence policy	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 Policy	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
Holidays in Term Time Policy	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	TLS	MAT	yes
Prevent (extremism and radicalisation)	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	TLS	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 Plan	Directors determine	3 years	Ratified	May-21	May-24	2024 Summer	Resources	MAT	yes
Safer Recruitment and Selection Policy	Directors determine	4 years	Ratified	Apr-21	Mar-25	2025 Summer	Resources	MAT	yes
H&S addendum - NCC Covid19 compliance	Directors determine	2 years	Ratified	Jul-21	as necessary	as necessary	Resources	MAT	yes
Attendance Policy - Covid19 addendum	Directors determine	1 year	Ratified	Aug-20	as necessary	as necessary	TLS	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 Interests	Directors determine	live	Current			ongoing	Board	MAT	yes
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							
Risk Assessment policy	Resources committee	Resources committee							
PSED statement	Finance Policy	Probationer procedure							
Capital and Revenue Reserves policy	TLS committee	Pay Policy annex 6 Pay Scales							
TLS committee	First Aid policy								
Virtual Meetings Policy									
Remote Education policy		LGB Chairs committee							
Online Safety and ICT Acceptable Use Policy	Full Board	TLS committee							
		Early Career Teachers policy							

Resources committee		Attendance Policy						
Audit & Risk committee		Full Board						
Risk Management policy* new policy								
Full Board								
MAT Policies Review Schedule 2022-23								
Autumn 2022	Spring 2023	Summer 2023						
Full Board	LGB Chairs committee	Audit & Risk committee						
Audit & Risk committee	Full Board	Anti-Corruption, Fraud and Bribery Policy						
Resources committee	Audit & Risk committee	Freedom of Information Act publication scheme						
Pay Policy	Complaints Procedure	Register of Business and Pecuniary Interests policy						
Data Protection Policy		Whistleblowing Policy						
PSED statement	Resources committee	Assets & Depreciation policy						
Risk Assessment policy	Competitive Tendering p	Full Board						
Appraisal Policy - Support Staff	Finance Policy	Resources committee						
Appraisal Policy - Teachers	Code of Conduct policy	Allegations of Abuse against Staff						
Capability policy (all employees)	Investment Policy	Charging and Remissions Policy						
Disciplinary policy and procedure (all employees)		Health and Safety Policy						
Grievance Resolution Policy and pro	TLS committee	H&S Covid-19 addendum						
Sickness Absence Management poli	Full Board	Additional Hours Policy						
		Adoption policy						
TLS committee		Debit Card and Charge Card policy						
NQT policy?		Directors and Governors Allowances Policy						
		Disciplinary Panel or Appeal Procedures						
Full Board		Discretionary Leave of Absence policy						
		External lecturing policy						
		Flexible Working policy						
		Learning Beyond the Classroom Policy						
		Loan of School Equipment Policy						
		Maternity Leave and Pay policy						
		No Smoking Policy						
		Policy on the Use of CCTV Cameras						
		Public Sector Equality Duty						
		Secondment policy						
		Shared Parental Leave policy						
		Staffing Adjustment policy						
		Pay Policy annex 6 Pay Scales						
		LGB Chairs committee						

		TLS committee						
		Holidays in Term Time Policy						
		Prevent (extremism and radicalisation) policy						
		Attendance policy						
		Attendance - Covid-19 addendum						
		Full Board						