

# MAT POLICIES - MASTER COPY

Last updated 17th May 2022

**Statutory Policies in RED**

**Additional Policies in BLUE**

Document name	Review frequency	Suggested review	Status	Ratified	Review date	Review meeting	Committee	MAT/LGI	Website
Allegations of Abuse against Staff	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	Resources	MAT	yes
Charging and Remissions Policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	Resources	MAT	yes
Health and Safety Policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	Resources	MAT	yes
Probationer procedure	Directors determine	2 years	Ratified	Jul-20	May-22	2022 Summer	Resources	MAT	yes
Attendance Policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	TLS	MAT	yes
Early Career Teachers policy	Directors determine	1 year	Ratified	Jul-21	May-22	2022 Summer	TLS	MAT	yes
Complaints Procedure	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Audit & Risk	MAT	yes
Risk Management policy	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Audit & Risk	MAT	yes
Capability policy (all employees)	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Code of Conduct policy	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Data Protection Policy	1 year	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Directors and Governors Allowances Policy	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Disciplinary policy and procedure (all employees)	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
First Aid policy	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Grievance Resolution Policy and procedures	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Pay Policy	Directors determine	1 year	Ratified	Dec-21	Sep-22	2022 Autumn	Resources	MAT	yes
Pay Policy annex 6 Pay Scales	Directors determine	1 year	Ratified	Apr-22	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
Online Safety and ICT Acceptable Use policy	Directors determine	1 year	Ratified	Dec-21	Nov-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
PSED statement (on 'Statutory Reports' webpage)	1 year	1 year	Ratified	Dec-21	Dec-22	2022 Autumn	Resources	MAT	yes
Sickness Absence Management policy and procedure	Directors determine	4 years	Ratified	Dec-19	Dec-22	2022 Autumn	Resources	MAT	yes
Remote Education policy	Directors determine	1 year	Ratified	Dec-21	Dec-22	2022 Autumn	TLS	MAT	yes
Virtual Meetings Policy	Directors determine	1 year	Ratified	Dec-21	Dec-22	2022 Autumn	TLS	MAT	yes
Competitive Tendering policy	Directors determine	2 years	Ratified	Apr-21	Mar-23	2023 Spring	Resources	MAT	yes
Finance Policy	Directors determine	1 year	Ratified	Apr-22	Mar-23	2023 Spring	Resources	MAT	yes
Investment Policy	Directors determine	4 years	Ratified	Mar-19	Mar-23	2023 Spring	Resources	MAT	yes
Risk Assessment (Health and Safety) policy	Directors determine	1 year	Ratified	Apr-22	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 policy	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

Assets & Depreciation policy	Directors determine	2 years	Ratified	May-21	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
Disciplinary Panel or Appeal Procedures	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 objectives	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) policy	Directors determine	2 years	Ratified	Jul-21	May-23	2023 Summer	TLS	MAT	yes
Vistor and Parent Code of Conduct policy	Directors determine	2 years	Ratified	Feb-22	Jan-24	2024 Spring	TLS	MAT	yes
Phased return to work policy	Directors determine	2 years	Ratified	Apr-22	Mar-24	2024 Summer	Resources	MAT	yes
Separated parents policy	Directors determine	2 years	Ratified	Apr-22	Mar-24	2024 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 Plan	Directors determine	3 years	Ratified	May-21	May-24	2024 Summer	Resources	MAT	yes
Capital and Revenue Reserves policy	Directors determine	3 years	Ratified	Dec-21	Sep-24	2024 Autumn	Resources	MAT	yes
Gifts and Hospitality policy	Directors determine	3 years	Ratified	Apr-22	Mar-25	2025 Spring	Resources	MAT	yes
Safer Recruitment and Selection Policy	Directors determine	4 years	Ratified	Apr-21	Mar-25	2025 Summer	Resources	MAT	yes
Tackling Domestic Abuse policy	Directors determine	4 years	Ratified	May-22	May-26	2026 Summer	Resources	MAT	yes
H&S addendum - NCC Covid19 compliance code	Directors determine	2 years	Ratified	Jul-21	as neces	as necessary	Resources	MAT	yes
Attendance Policy - Covid19 addendum	Directors determine	1 year	Ratified	Aug-20	as neces	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 discretionary powers	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
<b>MAT Policies Review Schedule 2021-22</b>									
<b>Autumn 2021</b>	<b>Spring 2022</b>	<b>Summer 2022</b>							
<b>Full Board</b>	LGB Chairs committee	<b>Full Board</b>							
Resources committee	<b>Full Board</b>	Audit & Risk committee							
<b>Risk Assessment policy</b>	Resources committee	Resources committee							

PSED statement	Finance Policy	Probationer procedure							
Capital and Revenue Reserves policy* new, in draft	Risk Assessment (Health	Pay Policy annex 6 Pay Scales							
		Allegations of Abuse against Staff							
TLS committee	TLS committee	Charging and Remissions Policy							
Virtual Meetings Policy	First Aid policy	Health and Safety Policy							
Remote Education policy									
Online Safety and ICT Acceptable Use policy									
First Aid policy	<b>Full Board</b>	LGB Chairs committee							
		TLS committee							
Resources committee		Early Career Teachers policy							
Pay Policy		Attendance Policy							
Data Protection Policy									
Capability policy (all employees)		<b>Full Board</b>							
Disciplinary policy and procedure (all employees)									
Grievance Resolution Policy and procedures									
Code of Conduct policy									
Directors and Governors Allowances Policy									
Audit & Risk committee									
Risk Management policy* new policy									
Complaints procedure									
<b>Full Board</b>									
<b>MAT Policies Review Schedule 2022-23</b>									
<b>Autumn 2022</b>	<b>Spring 2023</b>	<b>Summer 2023</b>							
<b>Full Board</b>	LGB Chairs committee	Audit & Risk committee							
Audit & Risk committee	<b>Full Board</b>	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	<b>Full Board</b>							
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 procedures	TLS committee	H&S Covid-19 addendum							
Sickness Absence Management policy and procedu	<b>Full Board</b>	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					
<b>Full Board</b>		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					
		<b>Full Board</b>					