

MAT POLICIES - MASTER COPY									
Last updated 5th August 2024									
Statutory Policies in RED									
Additional Policies in BLUE									
Document name	Review frequency	Suggested rev	Status	Ratified	Review date	Review meeting	Committee	MAT/LGI	Website
Trust Safeguarding Policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Audit & Risk	MAT	yes
Capability policy (all employees)	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
Capital and Revenue Reserves policy	Directors determine	3 years	Ratified	Dec-21	Sep-24	2024 Autumn	Resources	MAT	yes
CES Code of Conduct for Directors	Directors determine	1 year	Ratified	Feb-23	Sep-24	2024 Autumn	Resources	MAT	yes
CES Code of Conduct for Local Governors	Directors determine	1 year	Ratified	Feb-23	Sep-24	2024 Autumn	Resources	MAT	yes
Directors and Governors Allowances Policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
Disciplinary policy and procedure (all employees)	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
First Aid policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
Gifts and Hospitality policy	Directors determine	2 years	Ratified	Jul-22	Sep-24	2024 Autumn	Resources	MAT	yes
Grievance Resolution Policy and procedures	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
Pay Policy annex 6 Pay Scales	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	Resources	MAT	yes
Attendance Policy	Directors determine	1 year	Ratified	Jul-24	Sep-24	2024 Autumn	TLS	MAT	yes
Early Career Teachers policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	TLS	MAT	yes
Prevent (extremism and radicalisation) policy	Directors determine	2 years	Ratified	Dec-22	Sep-24	2024 Autumn	TLS	MAT	yes
Remote Education policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	TLS	MAT	yes
Social Media Policy and Procedure	Directors determine	2 years	Ratified	Dec-22	Sep-24	2024 Autumn	TLS	MAT	yes
Virtual Meetings Policy	Directors determine	1 year	Ratified	Dec-23	Sep-24	2024 Autumn	TLS	MAT	yes
Allegations of Abuse against Staff	Directors determine	1 year	Ratified	Mar-24	Jan-25	2025 Spring	Resources	MAT	yes
Code of Conduct policy	Directors determine	1 year	Ratified	Mar-24	Jan-25	2025 Spring	Resources	MAT	yes
Menopause and Work policy	Directors determine	1 year	Ratified	Mar-24	Jan-25	2025 Spring	Resources	MAT	yes
Online Safety and ICT Acceptable Use policy	Directors determine	1 year	Ratified	Feb-24	Jan-25	2025 Spring	TLS	MAT	yes
Risk Management policy	Directors determine	1 year	Ratified	Mar-24	Mar-25	2025 Spring	Audit & Risk	MAT	yes
Competitive Tendering policy	Directors determine	2 years	Ratified	Apr-23	Mar-25	2025 Spring	Resources	MAT	yes
Finance Policy	Directors determine	1 year	Ratified	Mar-24	Mar-25	2025 Spring	Resources	MAT	yes
Assets & Depreciation policy	Directors determine	2 years	Ratified	Jul-23	May-25	2025 Summer	Resources	MAT	yes
Charging and Remissions Policy	Directors determine	1 year	Ratified	Jul-24	May-25	2025 Summer	Resources	MAT	yes
Health and Safety Policy	Directors determine	1 year	Ratified	Jul-24	May-25	2025 Summer	Resources	MAT	yes
Pay Policy	Directors determine	1 year	Ratified	Jul-24	May-25	2025 Summer	Resources	MAT	yes
Risk Assessment (Health and Safety) policy	Directors determine	1 year	Ratified	Jul-24	May-25	2025 Summer	Resources	MAT	yes
Complaints Procedure	Directors determine	1 year	Ratified	Jul-24	Sep-25	2025 Autumn	Audit & Risk	MAT	yes

Data Protection Policy	1 year	1 year	Ratified	Jul-24	Sep-25	2025 Autumn	Resources	MAT	yes
PSED statement (on 'Statutory Reports' webpage)	1 year	1 year	Ratified	Feb-24	Sep-25	2025 Autumn	Resources	MAT	yes
Sickness Absence Management policy and procedure	Directors determine	3 years	Ratified	Dec-22	Sep-25	2025 Autumn	Resources	MAT	yes
Separated parents policy	Directors determine	2 years	Ratified	Mar-24	Mar-26	2026 Spring	Resources	MAT	yes
Visitor and Parent Code of Conduct policy	Directors determine	2 years	Ratified	May-24	Mar-26	2026 Spring	TLS	MAT	yes
Probationer procedure	Directors determine	2 years	Ratified	Jul-24	May-26	2026 Summer	Resources	MAT	yes
Tackling Domestic Abuse policy	Directors determine	4 years	Ratified	May-22	May-26	2026 Summer	Resources	MAT	yes
Phased return to work policy	Directors determine	2 years	Ratified	Jul-24	May-26	2026 Summer	Resources	MAT	yes
Appraisal Policy - Support Staff	Directors determine	4 years	Ratified	Dec-22	Sep-26	2026 Autumn	Resources	MAT	yes
Appraisal Policy - Teachers	Directors determine	4 years	Ratified	Dec-22	Sep-26	2026 Autumn	Resources	MAT	yes
Paternity Leave and Pay policy	Directors determine	4 years	Ratified	Dec-22	Sep-26	2026 Autumn	Resources	MAT	yes
Investment Policy	Directors determine	4 years	Ratified	Apr-23	Mar-27	2027 Spring	Resources	MAT	yes
Freedom of Information Act publication scheme	ICO determines	4 years	Ratified	May-23	May-27	2027 Summer	Audit & Risk	MAT	yes
Register of Business and Pecuniary Interests policy	Directors determine	4 years	Current	May-23	May-27	2027 Summer	Audit & Risk	MAT	yes
Whistleblowing Policy	Directors determine	4 years	Ratified	May-23	May-27	2027 Summer	Audit & Risk	MAT	yes
Additional Hours Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Adoption policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Debit Card and Charge Card policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Dignity at Work policy	Directors determine	3 years	Ratified	Jul-24	May-27	2027 Summer	Resources	MAT	yes
Discretionary Leave of Absence policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Email Protocol and Guidance	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Employee Disciplinary Panel or Appeal Procedures	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Equality Diversity Policy including Public Sector Equality Duty	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
External lecturing policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Learning Beyond the Classroom Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Loan of School Equipment Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Maternity Leave and Pay policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
No Smoking Policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Policy on the Use of CCTV Cameras	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Secondment policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Shared Parental Leave policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Staffing Adjustment policy	Directors determine	4 years	Ratified	Jul-23	May-27	2027 Summer	Resources	MAT	yes
Flexible Working policy	Directors determine	4 years	Ratified	Jul-24	Sep-27	2027 Autumn	Resources	MAT	yes
Safer Recruitment and Selection Policy	Directors determine	4 years	Ratified	Dec-23	Sep-27	2027 Autumn	Resources	MAT	yes
H&S addendum - NCC Covid19 compliance code	Directors determine	2 years	Ratified	Jul-21	as necessary	as necessary	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 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