GENERATIONS TRUST POLICIES: SCHEDULE OF DELEGATION   Nov-19

	STATUTORY POLICIES REQUIRED BY LAW: TRUST CENTRALISED/OWENED BY THE BOARD	Trust or Academy Specific	Ownership	Route to Board	Got Policy	Ratified On	Reviewed and Approved by Board Date	Next Review Date	Ownership	Review Period
Statutory										
1	Capability of Staff	Trust	Board	AGa/HMu	YES	Sep-08	Sep-19	Sep-21	AGa/HMu	2 yearly
2	Charging and remissions policies	Trust	Board	IDe	YES	Mar-11	Jul-19	Jul-20	IDe	Yearly
3	Beahviour for Learning and Rewards Policy	Trust	Board	LAB	YES	Mar-12	Jun-19	Jun-20	CLe/BAS	Yearly
4	Sex Education policy (Health & Sex Education)	Trust	Board	LAB	YES	FGB Mar 09	Mar-19	Mar-21	MEl/BAS	2 years
5	Special Education Needs (SEND information to be updated annually)	Trust	Board	LAB	YES	FGB 3/12/09	Mar-19	Mar-21	MEl/SPr/BAS	2 yearly
6	Teachers' appraisal policy	Trust - payscale variations by Academy	Board	AGa/HMu	YES	Sep-11	Aug-19	Sep-20	AGa/HMu	Yearly
7	Teachers' pay policy	Trust - payscale variations by Academy	Board	AGa/HMu	YES	Sep-11	Aug-19	Sep-20	AGa/HMu	Yearly
8	Data Protection Policy	Trust	Personnel	AGa/DPO	YES	Mar-14	Jun-18	Jun-20	AGa	2 Yearly
8a	Data Security and esafety	Trust	Personnel	AGa/DPO	YES	Mar-15	Jul-18	Jul-20	AGa	2 yearly
8b	Data Retention Policy	Trust	Personnel	AGa/DPO	YES	Jun-18	Jun-18	Jun-20	AGa	2 yearly
9	Health and Safety Policy	Trust	Board	IDe	YES	Oct-10	Jul-19	Jul-20	IDe	Yearly
10	Admissions arrangements - in year and Year 6	Trust	Board	LAB	YES	Mar-11	Feb-19	Mar-20	MEl/SPT/BAS	Yearly
10	Admissions arrangements - in year and Year 6	Trust	Board	LAB	YES	Mar-11	Feb-19	Mar-20	MEl/SPT/BAS	Yearly
11	Accessibility plan	Trust	Board	LAB	YES	Oct-10	Mar-19	Mar-20	MEl/BAS	Yearly
12	Behaviour principles written statement *(Part of BFL policy S3)*	Trust	Board	LAB	YES	Mar-12	Jul-18	Jun-20	CLe/BAS	Yearly
13	Written policy on behaviour principles *(Part of BFL Policy S3)*	Trust	Board	LAB	YES	Mar-12	Jul-18	Jun-20	CLe/BAS	Yearly
14	Central record of recruitment and vetting checks	Trust	Board	AGa/HMu	YES	held by Personne	n/a	n/a	HMu	Live document
15	Complaints procedure statement	Trust	Board	AGa/HMu	YES	FEB 3/12/09	Dec-17	Dec-19	AGa	2 Yearly
16	Freedom of information publication scheme	Trust	Board	IDe	YES	Sep-10	Jul-19	Jul-20	IDe	Yearly
17	Governors'allowances (schemes for paying)	Trust	Board	IDe	YES	Mar-09	Jul-19	Jul-20	IDe	Yearly
18	Home-school agreement document	Trust	Board	LAB	YES	FGB 09	Mar-18	Feb-21	CLe/MEl/GOC/BAS	3 years
19	Instrument of Governance	Trust	Board	ACl/SSt	YES	2004	n/a		ACl	as required
20	Minutes of, and papers considered at, meeting of the governing body and its committee	Trust	Board	ACl/SSt	YES	Held by CLerk	ongoing	ongoing	SSt	Yearly - on going
21	Premises management documents	Trust	Board	IDe	No		ongoing	ongoing	IDe	ongoing
22	Equality information and objectives statement for publication (Equality Policy)	Trust	Board	LAB	YES	FGB	Mar-19	Mar-21	MEl/HMu/BAS	2 years
23	School information published on website	Trust	Board	PPe	YES	N/A	ongoing	ongoing	PPe/KPa/SPT	ongoing
24	Register of Business Interests of Headteachers and Governors	Trust	Board	ACl/SSt	YES	held by CLerk	Sep-10	ongoing	SSt	Yearly - on going
25	Register of Pupils admission to school (Table produced by NWa/Govs Mins)	Trust	Board	LAB	YES	held in SIMS live	ongoing	ongoing	MEl/Nwa/BAS/SPT	Live document
26	Register of pupil's attendance	Trust	Board	LAB	YES	held on SIMS live	ongoing	ongoing	MHo/FGr/BAS/MAK	Live document
27	Staff Discipline Conduct and Grievance (Grievance procedure)	Trust	Board	AGa/HMu	YES	FGB 3/12/09	Sep-19	Sep-21	AGa/HMu	2 yearly
27a	Staff Discipline Conduct and Grievance (Disciplinary procedure)	Trust	Board	AGa/HMu	YES	FGB 3/12/09	Sep-19	Sep-21	AGa/HMu	2 yearly
28	Child protection policy and procedures/Safeguarding Policy	Trust	Board	LAB	YES	Mar-12	Sep-19	Sep-20	MEl/SPr/BAS/EAL	Yearly
29	Early Years Foundation Stage (EFYS)	Trust	Board	N/A	n/a	n/a	n/a	n/a	n/a	n/a
30	Statement of procedures for dealing with allegations of abuse against staff (child protection, code of conduct)	Trust	Board	AGa/HMu	No	Mar-12			MEl/SPr/BAS/EAL	Yearly
31	Supporting pupils with medical conditions	Trust	Board	LAB	Yes	Feb-15	Jun-19	Jun-20	FGr/MEl/BAS	Yearly

Recomended	OTHER TRUST POLICIES IN PLACE	Trust or Academy Specific	Ownership - Full Delegatetd Authority	LAB Delegation & then to Board for Ratification	Got Policy	Ratified On	Reviewed and Approved by FGB/ Committee Date	Next Review Date	Senior Ownership	Review Period
1a	Assessment, Recording and Reporting Policy - Goffs	Academy	S&A		YES	Jan-09	Jan-19	Jan-20	PPE/SSt/GOC	Yearly
1b	Assessment, Recording and Reporting Policy - Goffs- Churchgate	Academy	S&A		Yes	Jan-09	Jan-19	Jan-20		
2	Marking Policy	Academy	S&A		Yes	Mar-14	Feb-19	Feb-21	Cle/BAS	2 yearly
3	Code of Conduct - Staff and Code of Conduct Trustees	Trust	Personnel		Yes	Nov-08	Sep-19	Sep-21	AGa/HMu	2 Yearly
3a	Code of Conduct - Staff acceptable use agreement in S8a	Trust	Personnel		S8a		Jul-18	Jul-20		
3b	Code of Conduct - Trustee and Visitor acceptable use agreement in S8a	Trust	Personnel		S8a					
3c	Code of Conduct - Students acceptable use agreement in S8a	Academy	LAB	Y	S8a					
4	Drugs Education Policy	Trust	LAB	Y	YES	FGB 09/12/2010	Jun-19	Jun-21	MEl/BAS	2 yearly
5	Alcohol and Drugs at Work Policy	Trust	LAB	Y	Yes	Sep-11	Jul-18	Jul-20	AGa/HMu	2 yearly
6	Emergency Evacuation Procedure	Academy	R&WD		YES	Sep-11	Jan-19	Jan-20	IDe	Yearly
7	Fair Processing Notice	Trust	R&WD		YES	FGB 3/12/09	Jul-18	Jul-20	AGa/HMu	2 Yearly
8	Rarely Cover Policy ©	Academy	S&A		Yes	Jun-15	May-19	Feb-21	MEl/SRo/BAS	2 Yearly
9	Internet Usage Policy	Trust	S&A		YES	Feb-14	Jun-19	Jun-20	PPe/KPa/DEM	Yearly
10	Leave of Absence policy	Trust	Personnel		YES	Mar-11	Sep-19	Sep-21	AGa/HMu	2 Yearly
10a	Guidance on arrangement for leave	Trust	Personnel		Yes	Mar-11	Jun-17	Ad-Hoc	AGa/HMu	2 Yearly
10b	Staff Health and Attendance Policy	Trust	Personnel		Yes	Mar-11	Sep-19	Sep-21	AGa/HMu	2 Yearly
11	OffSite Visits Policy	Trust	S&A		YES	Sep-10	Jun-19	Jun-21	MEl/GOC	2 Yearly
12	Whistleblowing Policy	Trust	R&WD		YES	Sep-08	Sep-19	Sep-21	AGa/HMu	2 Yearly
13	Public Examinations and Appeals Policy	Academy	S&A		YES	Nov-10	Mar-19	Mar-20	CLe/LTh/GOC	Yearly
14	Secure handling, use, retention and disposal of disclosures and disclosure information (S	Trust	R&WD		S8 & R48					
15	Duty Staff *(Part of the BFL policy S3)*	Academy	LAB	Y	S3					
16	Appointment of Support Staff	Trust	R&WD		YES	Mar-12	Sep-19	Sep-25	AGa/HMu	2 Yearly
17	Family and Carers Section									
17a	Shared Parental Leave	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	
17b	Maternity Leave	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	
17c	Paternity Leave	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	
17d	Parental Leave	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	
17e	Adoption Policy	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	
17f	Family Provisions	Trust	R&WD		Yes	Aug-19	Aug-19	Sep-21	AGa/HMu	2 Yearly
18	Flexible working policy	Trust	R&WD		Yes	Jun-11	Jul-18	Sep-20	AGA/HMu	2 Yearly
19	Policy on recruitment of ex offenders	Trust	Personnel		YES	Mar-12	Sep-19	Sep-21	AGA/HMu	2 Yearly
20	Probationary procedure for support staff	Trust	Personnel		YES	Mar-12	Jul-18	Jul-20	AGA/HMu	2 Yearly
21	Safer Recruitment Policy	Trust	Personnel		YES	Feb-13	Sep-19	Sep-21	AGA/HMu	2 Yearly
22	Anti-bullying Policy	Academy	LAB	Y	Yes	Mar-12	Jun-19	Jun-20	MHo/DEM	yearly
23	Anti Radicalisation Policy (part of Child Protection/Safeguarding Policy from Sept 16)	Trust	LAB	Y	Yes	Jun-15			MEl/BAS	2 Yearly
24	Smoke Free Policy	Trust	Personnel		Yes	Oct-10	Jul-18	Jul-20	AGa/HMu	2 Yearly
25	Collective Worship Policy	Trust	LAB	Y	YES	Dec-09	Jul-18	Mar-20	TCa/MEl/DEM	2 Yearly
26a	Young Minds Mental Health Policy - Goffs	Academy	LAB	Y	YES	Nov-12	Jul-19	Jun-21	CLe/SPr/BAS/EAL	2 yearly
26b	Young Minds Mental Health Policy - GC	Academy	LAB	Y	Yes	Sep-17	Jun-19	Jun-21	BAS	2 yearly
27	Attendance & Punctuality Policy	Academy	LAB	Y	YES	Jul-12	Jun-18	May-20	MHo/BAS	2 yearly
28	Students' Privacy Notice	Trust	R&WD		YES	Jun-11	Feb-19	Feb-21	PPe/KPa/SPT	2 yearly
28B	Employee Privacy Notice	Trust	R&WD		Yes	Jun-11	Mar-19	Mar-21	PPe/KPa/SPT	2 yearly
28C	Parent Privacy Notice	Trust	R&WD		Yes	Jun-11	Mar-19	Mar-21	PPe/KPa/SPT	2 yearly
29	Curriculum policy	Academy	S&A		YES	Dec-09	Mar-18	Feb-20	MEl/SPT	2 Yearly
30	CCTV Policy	Academy	Personnel		Yes	May-18	May-18	Jun-20	AGa	2 yearly

No	Policy	Trust/Academy	Committee			Date	Date	Date	Owner	Review
31	Anti-Bribery Policy	Trust	**R&WD**		Yes	Sep-12	Jul-18	Jul-20	IDe/HMu	2 yearly
32	Appointment of Teaching Staff	Trust	**R&WD**		Yes	Sep-10	Sep-19	Sep-21	AGa/HMu	2 yearly
33a	Learning & Teaching Policy - Goffs	Academy	**S&A**		Yes	Feb-14	Jan-19	Jan-20		
33b	Learning & Teaching Policy - GC	Academy	**S&A**		Yes	Feb-14	Jan-19	Jan-20	Led/BAS	Yearly
34	Harrassment and Bullying Policy	Trust	**R&WD**		Yes	Jun-11	Sep-19	Sep-21	AGa/HMu	2 Yearly
35	Gifts & Hospitality	Trust	**R&WD**		Yes	Jun-13	Jul-19	Jul-21	IDe/HMu	2 Yearly
36	Managing Aggressive Behaviour from Parents-Carers	Trust	**R&WD**		YES	Jan-14	Sep-19	Sep-21	AGa	Yearly
37	Eyesight testing	Trust	**Personnel**		Yes	Sep-09	Jul-18	Jul-20	IDe	2 yearly
38	Local Government Pension Scheme discretions policy	Trust	**Personnel**		Yes	Jun-14	Jul-19	Jul-20	IDe	yearly
39	Sixth Form Attendance Policy	Academy	**LAB**	**Y**	Yes	Jun-14	Dec-18	Dec-19	TCa	yearly
40	16-19 Bursary Fund Policy	Academy	**LAB**	**Y**	Yes	Dec-14	Sep-19	Sep-20	IDe	Yearly
40a	16-19 bursary application form	Academy	**LAB**	**Y**	Yes	Sep-16	Sep-19	Sep-21	IDe	2 yearly
41	Children Looked After Policy	Trust	**LAB**	**Y**	Yes	Dec-14	Oct-18	Sep-20	MEl/BAS	2 Yearly
42a	Careers Education, Information, Advice & Guidance Policy Goffs	Academy	**LAB**	**Y**	Yes	Dec-14	Jun-19	Jul-21	MEl/BAS	2 yearly
42b	Careers Education, Information, Advice & Guidance Policy GC	Academy	**LAB**	**Y**	Yes	Sep-17	Jun-19	Jul-21	MEl/BAS	2 yearly
43	Schedule of Delegation	Trust	**R&WD**		Yes	Dec-14	Dec-18	Dec-19	IDe	Yearly
44	Financial Procedures Manual	Trust	**R&WD**		Yes	Dec-14	Dec-18	Dec-20	IDe	Yearly
45	Dress Code	Trust	**Personnel**		Yes	Nov-11	Sep-19	Sep-21	AGa	2 Yearly
46	e-safety policy (part of the code of conduct R3,3a,3b,3c, child protection, internet usage	Trust	**R&WD**		No				MEl/BAS	yearly
47	Employee Value Scheme	Trust	**R&WD**		Yes	Sep-16	Sep-19	Sep-21	AGA	Yearly
48	Data Retention Policy	Trust	**Personnel**		Yes	May-18	Jun-18	Jun-20	AGa	2 yearly
49	Restructure Guidance	Trust	**Personnel**		Yes	May-15	Jun-17	Sep-21	AGa/HMu	2 Yearly
50	Fixtures Policy	Academy	**LAB**	**Y**	Yes	Sep-16	Dec-17	Dec-19	TCa/GOC	2 Yearly
50a	Procedure for Fixtures	Academy	**LAB**	**Y**	Yes	Sep-16	Dec-17	Dec-19	TCa/GOC	2 Yearly
51	Salary Advance Policy	Trust	**Personnel**		Yes	Sep-16	Dec-18	Dec-20	AGa/HMu	2 yearly
52	Dog Policy	Academy	**Board**		Yes	Dec-16	Sep-19	Sep-20	AGa	Yearly
53	Visiting Speaker's Policy	Trust	**Personnel**		Yes	Mar-17	Jun-19	Jul-20	MEl/DEM	Yearly
54	Visitors and Volunteers Policy	Trust	**Personnel**		Yes	Mar-17	Jun-19	Jul-20	MEl/DEM	Yearly
55	Home Learning Policy	Academy	**S&A**		Yes	Sep-17	Sep-17	Dec-19	PPe/BAS	2 Yearly
56	Investments policy	Yes	**R&WD**		Yes	Dec-17	Dec-18	Dec-19	IDe	Yearly
57	MAT Reserves	Yes	**R&WD**		Yes	Mar-18	Mar-19	Feb-20	IDe	Yearly
58	Critical Incident Plan	Trust	**Board**		Yes	Mar-18	Jun-19	Jun-20	MEl/SPT	Yearly
59	MAT Induction Policy	Trust	**Board**		Yes	Apr-18	Apr-18	Apr-20	AGa/ACl	2 Yearly
60	School Direct Training Procedures and Policy	Trust	**Personnel**		Yes	Jul-15	Nov-18	Jul-20	LEd	2 Yearly
61	BTEC - GC	Academy	**S&A**		Yes	Mar-18	Mar-18	Mar-20	GoC/	2 yearly
62	Public Examinations and Appeals Policy GC	Academy	**S&A**		Yes	Mar-18	Mar-18	Mar-20	GoC/	2 yearly
63	Exams Policy GC	Academy	**S&A**		Yes	Mar-18	Mar-18	Mar-20	GoC/	2 yearly
64	Provider Access Policy	Trust	**S&A**		Yes	Jun-19	Jun-19	Jun-21	Mel/BAS	2 yearly
65	Code of Conduct for Off Site Visits	Trust	**LAB**	**Y**	Yes	Jun-19	Jun-19	Jun-22		3 yearly

Full LAB Delegation

All non statutory policies to be ratified by the Committee with ownership/oversight and recorded as ratified in Committee Minutes. LAB delegated policies to go to the Board for ratification. **NB: ALL COMMITTEE POLICY RATIFICATIONS MUST BE HIGHLIGHTED IN THE COMMITTEE TERMLY REPORTS TO THE BOARD.**