

GENERATIONS TRUST POLICIES: SCHEDULE OF DELEGATION STATUTORY POLICIES REQUIRED BY LAW: TRUST CENTRALISED/OWENED BY THE BOARD	Trust or Academy Specific	Ownership	Got Policy	Ratified On	Reviewed and Approved by Board Date	Next Review Date	Ownership	Review Period	Website
Capability of Staff	Trust	Board	YES	Sep-08	Sep-19	Sep-21	AGa/TBa	2 yearly	N
Charging and remissions policies	Trust	Board	YES	Mar-11	Jul-21	Jul-22	IDe	Yearly	Y
Behaviour for Learning and Rewards Policy	Trust	Board	YES	Mar-12	Mar-21	Mar-22	PPe/JOL	Yearly	Y
Sex Education policy (Health & Sex Education)	Trust	Board	YES	FGB Mar 09	Jul-20	Jul-22	MHo/RES	2 years	Y
Special Education Needs (SEND information to be updated annually)	Trust	Board	YES	FGB 3/12/09	Mar-21	Mar-23	PPe/EMD	2 yearly	Y
Teachers' appraisal policy	Trust - payscale variations by Academy	Board	YES	Sep-11	Sep-20	Sep-21	AGa/TBa	Yearly	N
Teachers' pay policy	Trust - payscale variations by Academy	Board	YES	Sep-11	Sep-20	Sep-21	AGa/TBa	Yearly	N
Data Protection Policy	Trust	Personnel	YES	Mar-14	Sep-20	Sep-22	AGa	2 Yearly	Y
Data Security and esafety	Trust	Personnel	YES	Mar-15	Sep-20	Sep-22	AGa	2 Yearly	Y
Health and Safety Policy	Trust	Board	YES	Oct-10	Jul-21	Jul-22	IDe	Yearly	Y
Goffs Admissions arrangements - in year and Year 6	Trust	Board	YES	Mar-11	Dec-20	Oct-21	Ppe	Yearly	Y
GC Admissions arrangements - in year and Year 6 -	Trust	Board	YES	Mar-11	Dec-20	Oct-21	SPT	Yearly	Y
Accessibility plan	Trust	Board	YES	Oct-10	Mar-21	Mar-22	MEI/BAS	Yearly	Y
Behaviour principles written statement (Part of BFL policy S3)	Trust	Board	YES	Mar-12	n/a	n/a	PPe/JOL	Yearly	Y
Written policy on behaviour principles (Part of BFL Policy S3)	Trust	Board	YES	Mar-12	n/a	n/a	PPe/JOL	Yearly	Y
Central record of recruitment and vetting checks	Trust	Board	YES	held by Person	n/a	n/a	TBa	Live document	N
Complaints procedure statement	Trust	Board	YES	FEB 3/12/09	Sep-20	Sep-22	AGa	2 Yearly	Y
Freedom of information publication scheme	Trust	Board	YES	Sep-10	Jul-21	Jul-22	IDe	Yearly	Y
Governors'allowances (schemes for paying)	Trust	Board	YES	Mar-09	Jul-21	Jul-22	IDe	Yearly	N
Home-school agreement document	Trust	Board	YES	FGB 09	Mar-21	Mar-23	PPe/GOC	3 Yearly	Y
Instrument of Governance	Trust	Board	YES	2004	n/a	n/a	ACI	as required	N
Minutes of, and papers considered at, meeting of the governing body and its committ	Trust	Board	YES	Held by CLerk	ongoing	ongoing	SSt	Yearly - on going	N
Premises management documents	Trust	Board	No		ongoing	ongoing	IDe	ongoing	N
Equality information and objectives statement for publication (Equality Policy)	Trust	Board	YES	FGB	Dec-20	Dec-22	MEI/TBa/BAS	2 Yearly	Y
School information published on website	Trust	Board	YES	N/A	ongoing	ongoing	MEI/KPa/SPT	ongoing	Y
Register of Business Interests of Headteachers and Governors	Trust	Board	YES	held by CLerk	Sep-10	ongoing	SSt	Yearly - on going	N
Register of Pupils admission to school (Table produced by NWA/Govs Mins)	Trust	Board	YES	held in SIMS liv	ongoing	ongoing	PPe/NWa/GOC/	Live document	N
Register of pupil's attendance	Trust	Board	YES	held on SIMS liv	ongoing	ongoing	MHo/FGGr/GOC/MAK	Live document	N
Staff Discipline Conduct and Grievance (Grievance procedure)	Trust	Board	YES	FGB 3/12/09	Sep-19	Sep-21	AGa/TBa	2 Yearly	N
Staff Discipline Conduct and Grievance (Disciplinary procedure)	Trust	Board	YES	FGB 3/12/09	Sep-19	Sep-21	AGa/TBa	2 Yearly	N
Child protection policy and procedures/Safeguarding Policy	Trust	Board	YES	Mar-12	Sep-20	Sep-21	PPe/BAS/ROS	Yearly	Y
Early Years Foundation Stage (EFYS)	Trust	Board	n/a	n/a	n/a	n/a	n/a	n/a	N/A
Statement of procedures for dealing with allegations of abuse against staff (child protection, code of conduct)	Trust	Board	No	Mar-12	n/a	n/a	PPe/BAS/ROS	n/a	N/A
Supporting pupils with medical conditions	Trust	Board	Yes	Feb-15	Jun-21	Jun-22	FGGr/MHo/BAS	Yearly	Y
Remote Education online	Trust	Board	Yes	Mar-21	Mar-23	Mar-23	MEI/SPT	2 Yearly	Y

OTHER TRUST POLICIES IN PLACE	Trust or Academy Specific	Ownership - Full Delegated Authority	Got Policy	Ratified On	Reviewed and Approved by FGB/ Committee Date	Next Review Date	Senior Ownership	Review Period	
Assessment, Recording and Reporting Policy - Goffs	Academy	S&A	YES	Jan-09	Oct-20	Oct-21	JVY/LPR	Yearly	Y
Assessment, Recording and Reporting Policy - Goffs- Churchgate	Academy	S&A	Yes	Jan-09	Oct-20	Oct-21	BAS	Yearly	
Marking Policy	Academy	S&A	Yes	Mar-14	Jun-21	Jun-23	SEE/BAS	2 yearly	Y
Code of Conduct - Staff	Trust	Personnel	Yes	Mar-14	Sep-19	Sep-21	AGa/TBa	2 yearly	Y
Code of Conduct -Trustees	Trust	Personnel	Yes	Nov-08	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Code of Conduct - Staff acceptable use agreement in S8a	Trust	Personnel	S8a				MEI/SPT		Y
Code of Conduct - Trustee and Visitor acceptable use agreement in S8a	Trust	Personnel	S8a				MEI/SPT		Y
Code of Conduct - Students acceptable use agreement in S8a	Academy	LAB	S8a				MEI/SPT		Y
Drugs Education Policy	Trust	LAB	YES	FGB 09/12/201	Jul-21	Jul-23	MHo/RES	2 Yearly	Y
Alcohol and Drugs at Work Policy	Trust	LAB	Yes	Sep-11	Sep-20	Sep-22	AGa/TBa	2 Yearly	N
Emergency Evacuation Procedure (may change prior to review)	Academy	R&WD	YES	Sep-11	Mar-20	Sep-21	IDe	when required due t	Y
Fair Processing Notice	Trust	R&WD	YES	FGB 3/12/09	Sep-20	Sep-22	AGa/TBa	2 Yearly	Y
Rarely Cover Policy ©	Academy	S&A	Yes	Mar-21	Mar-21	Mar-23	PPe/GOC	2 Yearly	N
Internet Usage Policy	Trust	S&A	YES	Feb-14	Jun-21	Jun-22	MEI/KPa/JOL	Yearly	Y
Leave of Absence policy	Trust	Personnel	YES	Mar-11	Sep-19	Sep-21	AGa/TBa	2 Yearly	N
Guidance on arrangement for leave	Trust	Personnel	Yes	Mar-11	Jun-17	Ad-Hoc	AGa/TBa	2 Yearly	N
Staff Health and Attendance Policy	Trust	Personnel	Yes	Mar-11	Sep-19	Sep-21	AGa/TBa	2 Yearly	N
OffSite Visits Policy	Trust	S&A	YES	Sep-10	Jun-21	Jun-23	MHo/JOL	2 Yearly	Y
Whistleblowing Policy	Trust	R&WD	YES	Sep-08	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Public Examinations and Appeals Policy	Academy	S&A	YES	Mar-21	Mar-21	Mar-22	MTy/BAS	Yearly	Y

Secure handling, use, retention and disposal of disclosures and disclosure information	Trust	R&WD	S8 & R48						Y
Duty Staff (Part of the BFL policy S3)	Academy	LAB	S3						
Appointment of Support Staff	Trust	R&WD	YES	Mar-12	Sep-19	Sep-21	AGa/TBa	2 Yearly	N
Family and Carers Section									
Shared Parental Leave	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Maternity Leave	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Paternity Leave	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Parental Leave	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Adoption Policy	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Family Provisions	Trust	R&WD	Yes	Aug-19	Aug-19	Sep-21	AGa/TBa	2 Yearly	N
Flexible working policy	Trust	Personnel	Yes	Jun-11	Sep-20	Sep-22	AGA/TBa	2 Yearly	N
Policy on recruitment of ex offenders	Trust	Personnel	YES	Mar-12	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Probationary procedure for support staff	Trust	Personnel	YES	Mar-12	Sep-20	Sep-22	AGa/TBa	2 Yearly	N
Safer Recruitment Policy	Trust	Personnel	YES	Feb-13	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Anti-bullying Policy	Academy	LAB	Yes	Mar-12	Mar-21	Mar-22	MHo/ROS	Yearly	Y
Anti Radicalisation Policy (part of Child Protection/Safeguarding Policy from Sept 16)	Trust	LAB	Yes	Jun-15			PPe/BAS/ROS	2 Yearly	Y
Smoke Free Policy	Trust	Personnel	Yes	Oct-10	Sep-20	Sep-22	AGa/TBa	2 Yearly	Y
Collective Worship Policy	Trust	LAB	YES	Dec-09	Mar-20	Mar-22	MHo/RES	2 Yearly	Y
Young Minds Mental Health Policy - Goffs	Academy	LAB	YES	Nov-12	Jun-21	Jun-23	Mho	2 Yearly	Y
Young Minds Mental Health Policy - GC	Academy	LAB	Yes	Sep-17	Jun-21	Jun-23	JOL	2 Yearly	Y
Attendance & Punctuality Policy	Academy	LAB	Yes	Jul-12	Jul-20	May-22	MHo/GOC	2 Yearly	Y
Students' Privacy Notice	Trust	R&WD	Yes	Mar-21	Mar-21	Feb-23	MEI/KPa/SPT	2 Yearly	Y
Employee Privacy Notice	Trust	R&WD	Yes	Mar-21	Mar-21	Feb-23	MEI/KPa/SPT	2 Yearly	Y
Parent Privacy Notice	Trust	R&WD	Yes	Mar-21	Mar-21	Feb-23	MEI/KPa/SPT	2 Yearly	Y
Curriculum policy	Academy	S&A	YES	Dec-09	Mar-20	Mar-22	MTy/SPT	2 Yearly	Y
CCTV Policy	Academy	Personnel	Yes	May-18	Jun-21	Jun-23	AGa/KPa	2 Yearly	Y
Anti-Bribery Policy	Trust	R&WD	Yes	Sep-12	Jul-20	Jul-22	IDe/TBa	2 Yearly	N
Appointment of Teaching Staff	Trust	R&WD	Yes	Sep-10	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Learning & Teaching Policy - Goffs	Academy	S&A	Yes	Mar-21	Mar-21	Mar-22	SEE	Yearly	Y
Learning & Teaching Policy - GC	Academy	S&A	Yes	Mar-21	Mar-21	Mar-22	BAS	Yearly	
Harrasment and Bullying Policy	Trust	R&WD	Yes	Jun-11	Sep-19	Sep-21	AGa/TBa	2 Yearly	Y
Gifts & Hospitality	Trust	R&WD	Yes	Jun-13	Jul-21	Jul-23	AGa/TBa	2 Yearly	Y
Managing Aggressive Behaviour from Parents-Carers	Trust	R&WD	Yes	Jan-14	Sep-19	Sep-21	AGa	Yearly	Y
Eyesight testing	Trust	Personnel	Yes	Sep-09	Jul-20	Jul-22	IDe	2 Yearly	N
Local Government Pension Scheme discretions policy	Trust	Personnel	Yes	Jun-14	Jul-21	Jul-22	IDe	Yearly	N
Sixth Form Attendance Policy	Academy	LAB	Yes	Jun-14	Dec-21	Dec-22	TCa	Yearly	Y
16-19 Bursary Fund Policy	Academy	LAB	Yes	Dec-14	Sep-20	Sep-21	IDe	Yearly	Y
16-19 bursary application form	Academy	LAB	Yes	Sep-16	Sep-20	Sep-21	IDe	Yearly	Y
Children Looked After Policy	Trust	LAB	Yes	Dec-14	Mar-21	Mar-23	PPe/BAS	2 Yearly	Y
Careers Education, Information, Advice & Guidance Policy Goffs	Academy	LAB	Yes	Dec-14	Jun-21	Jun-23	MHo	2 Yearly	Y
Careers Education, Information, Advice & Guidance Policy GC	Academy	LAB	Yes	Sep-17	Jun-21	Jun-23	BAS/RAS	2 Yearly	
Schedule of Delegation	Trust	R&WD	Yes	Dec-14	Dec-20	Dec-21	IDe	Yearly	N
Financial Procedures Manual	Trust	R&WD	Yes	Dec-14	Dec-20	Dec-21	IDe	Yearly	N
Dress Code	Trust	Personnel	Yes	Nov-11	Sep-19	Sep-21	AGa	2 Yearly	Y
e-safety policy (part of the code of conduct R3,3a,3b,3c, child protection, internet use)	Trust	R&WD	No				PPe/JOL	Yearly	Y
Employee Value Scheme	Trust	R&WD	Yes	Sep-16	Sep-19	Sep-21	AGa	Yearly	N
Data Retention Policy	Trust	Personnel	Yes	Mar-21	Mar-21	Mar-23	AGa	2 Yearly	N
Restructure Guidance	Trust	Personnel	Yes	May-15	Jul-19	Sep-21	AGa/TBa	2 Yearly	N
Fixtures Policy	Academy	LAB	Yes	Sep-16	Dec-19	Dec-21	Ras/LPr/GOC	2 Yearly	Y
Procedure for Fixtures	Academy	LAB	Yes	Sep-16	Jan-20	Jan-22	Ras/LPr/GOC	2 Yearly	
Salary Advance Policy	Trust	Personnel	Yes	Mar-21	Feb-21	Feb-23	AGa/TBa	2 Yearly	N
Dog Policy	Academy	Board	Yes	Dec-16	Sep-20	Sep-21	AGa	Yearly	Y
Visiting Speaker's Policy	Trust	Personnel	Yes	Mar-17	Jul-21	Jul-22	PPe/RES	Yearly	Y
Visitors and Volunteers Policy	Trust	Personnel	Yes	Mar-17	Jul-21	Jul-22	PPe/RES	Yearly	Y
Home Learning Policy	Academy	S&A	Yes	Sep-17	Mar-20	Mar-22	SEe/BAS	2 Yearly	Y
Investments policy	Yes	R&WD	Yes	Dec-17	Dec-20	Dec-21	IDe	Yearly	N
MAT Reserves	Yes	R&WD	Yes	Mar-21	Mar-21	Feb-22	IDe	Yearly	N
Critical Incident Plan	Trust	Board	Yes	Mar-18	Jun-21	Jun-22	MEI/SPT	Yearly	N
MAT Induction Policy	Trust	Board	Yes	Apr-18	Sep-20	Sep-22	AGa/ACI	2 Yearly	N
School Direct Training Procedures and Policy	Trust	LAB	Yes	Jul-15	Jul-20	Jul-22	SEE	2 Yearly	Y
BTEC - GC	Academy	S&A	Yes	Mar-21	Mar-21	Mar-23	BAS	2 Yearly	
Public Examinations and Appeals Policy GC	Academy	S&A	Yes	Mar-18	Mar-19	Mar-22	BAS	2 Yearly	
Exams Policy GC	Academy	S&A	Yes	Mar-18	Mar-20	Mar-22	BAS	2 Yearly	
Provider Access Policy	Trust	S&A	Yes	Jun-19	Dec-20	Dec-21	MEI/BAS	Yearly	N
Code of Conduct for Off Site Visits	Trust	LAB	Yes	Jun-19	Jun-21	Jun-23	MEI/SPT	2 Yearly	Y
Scheme of Delegation	Trust	LAB	Yes	Dec-14	Sep-20	Sep-21	KTa	Yearly	N
Sixth Form Intervention Mentor Policy	Academy	LAB	Yes	Oct-18	Oct-20	Oct-22	TCa	2 Yearly	N
Exams Grading Summer 2021 - Centre Policy Goffs	Academy	S&A	Yes	Jun-21	Jun-21	Jun-22	MEI	Yearly	
Exams Grading Summer 2021 Centre Policy	Academy	S&A	Yes	Jun-21	Jun-21	Jun-22	TSp	Yearly	
Other Documents for Website									
Master and subsidiary funding agreements	Trust	N/A					IDe	Yearly	Y
Annual report and accounts	Trust	N/A					IDe	Yearly	Y
Pupil Premium report	Academy	N/A					MTy/BAS	Yearly	Y

Covid Catch Up Premium Report

Academy

N/A

MEI/SPT

Yearly - for duration of requirement

Y

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.**