

## MKET and Local Governing Body Policies

The following table sets out the policies the Trust or its school must have and the responsibility for reviewing and approving the policy:

Policy	Approval	Review	Implementation	Scrutiny
<b>EDUCATION POLICIES</b>				
Admissions register	Headteacher	On going	Headteacher	Local Governing Body: LTSW
Attendance register	Headteacher	On going	Headteacher	Local Governing Body: LTSW
Behaviour principles statement	Local Governing Body - LTSW	As required	Headteacher	Local Governing Body: LTSW
Behaviour Policy	Headteacher	As required	Headteacher	Local Governing Body: LTSW
Child protection policy and procedures	Board of Trustees Local Governing Body	As required	Pastoral Director Child Protection Officer	Local Governing Body: LTSW and BoT
Early Years Foundation Stage Policies	Headteacher	As required	Headteacher	Local Governing Body: LTSW
Home-school agreement	Headteacher	As required	Headteacher	Local Governing Body: LTSW
Sex education	Headteacher	As required	Headteacher	Local Governing Body: LTSW
SEN Information Report	Local Governing Body	As required	Headteacher	Local Governing Body: LTSW
Supporting children with medical conditions	Local Governing Body	As required	Headteacher	Local Governing Body: LTSW
<b>STATUTORY POLICIES - OTHER</b>				
Admissions	Board of Trustees	Annually	Admissions Committee	Local Governing Body
Central record of recruitment and vetting checks	Headteacher and Pastoral Director	On going	Personnel Officer	Safeguarding governor
Complaints Policy	Headteacher	As required	Headteacher Chief Executive	Local Governing Body Board of Trustees

<b>Policy</b>	<b>Approval</b>	<b>Review</b>	<b>Implementation</b>	<b>Scrutiny</b>
Data Protection	Executive Leadership Team	Annual registration Biannual review	Headteacher Chief Executive	Local Governing Body Board of Trustees
Equality Information and objectives	Executive Leadership Team	Objectives every 4 years Annual report	Headteacher Chief Executive	Local Governing Body Board of Trustees
Freedom of Information	Executive Leadership Team	As required	Headteacher Chief Executive	Local Governing Body Board of Trustees
Health & Safety	Business Director	As required	Business Director Site Managers	Local Governing Body Board of Trustees
Premises Management documents	Business Director	As required	Business Director Site Managers	Local Governing Body Board of Trustees
Website information	Headteacher Chief Executive	On going	Headteacher Chief Executive	Local Governing Body Board of Trustees
<b>PERSONNEL POLICIES</b>				
Teachers' Pay Policy	Board of Trustees	Annually	Headteacher	Local Governing Body: Pay Committee
Organisational diagram annex	Local Governing Body	Annually	Headteacher	Local Governing Body: PFF
Support Staff Pay Policy	Board of Trustees	Annually	Headteacher	Local Governing Body: Pay Committee
Appraisal Policy - Teachers'	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: Pay Committee
Appraisal Policy - Support staff	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: Pay Committee
Capability of staff	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF
Staff discipline	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF
Staff code of conduct	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF
Staff grievances	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF
Procedures for dealing with allegations of abuse	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF

<b>Policy</b>	<b>Approval</b>	<b>Review</b>	<b>Implementation</b>	<b>Scrutiny</b>
<b>FINANCE POLICIES</b>				
Charging and remissions	Local Governing Body - PFF	Changes to be approved unless statutory	Headteacher	Local Governing Body: PFF
Register of business interests	Chair of Trustees Headteachers	Annually	Finance Director	Board of Trustees: PFF
<b>GOVERNANCE</b>				
Governors' & Trustees' Allowances	Board of Trustees - PFF	Changes to be approved unless statutory	Headteacher	PFF committees
Standing orders	Board of Trustees	Changes to be approved unless statutory	Clerk to Governing Body	Board of Trustees
Minutes of, and papers considered at meetings	Board of Trustees; LGB; Committees as appropriate	Following meeting	Clerk to Governing Body	Board of Trustees; LGB; Committees as appropriate

The process for approving policies will be as follows:

Draft policies uploaded to MKET's portal. If the policy has been amended, details of the changes highlighted with an explanation.

Trustees and/or governors notified that the policy has been uploaded.

Two weeks for Trustees/Governors to either:

- approve
- comment on or request a change
- request that the draft policy is added to the agenda of the next meeting.

If approved, the draft policy will become final and circulated for uploading to websites or the portal as appropriate