

STATUTORY POLICIES AND DOCUMENTS (MATS)

This list contains the documents and procedures listed by the DfE in its [academy trust governance guidance](#) as well as other documents trusts are required to have as a result of other legislation/statutory guidance. We have organised this list into the following themes:

- [Admissions, attendance & behaviour](#)
- [Assessment, curriculum & pupil support](#)
- [Administration, finance & governance](#)
- [Health, safety & premises](#)
- [Staff & conduct](#)

Policy	Frequency	Approved by
Admissions, Attendance & Behaviour (Back to top)		
Admissions arrangements	Publish annually plus you must consult on changes, and must consult every 7 years even if no changes being made. See the current admissions code for more info	Board of trustees can delegate to a committee of the board
Anti-bullying strategy	Review annually to demonstrate its relevance to current cohort and context Can be included in behaviour policy	Board of trustees can delegate
Attendance policy	Annually	Board of trustees can delegate
Behaviour policy	Review annually to demonstrate its relevance to current cohort and context	Can be delegated by the headteacher. NB in MATs, this is usually a school-level policy]
Exclusions	Review annually to demonstrate its relevance to current cohort and context	Board of trustees can delegate
Uniform policy	Review when appropriate if you have a school uniform or dress code	Board of trustees can delegate

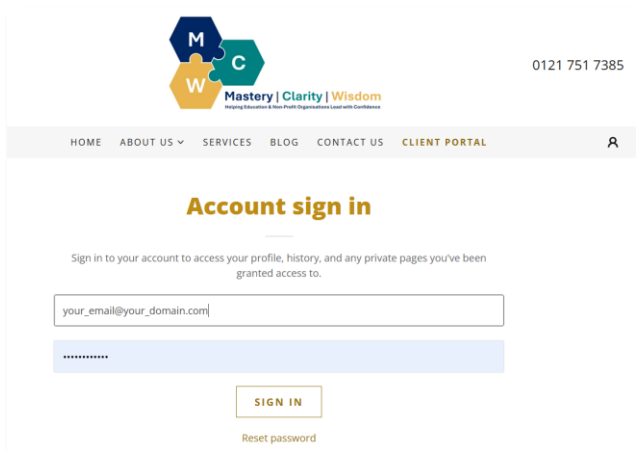
Policy	Frequency	Approved by
Assessment, Curriculum & Pupil Support (Back to top)		
Relationships and sex education and health education (RSHE)	Should be annually	Board of trustees can delegate
Special educational needs (SEN) and disability policy and SEN information report	Should be annually and you should update any changes to the information as soon as possible	Board of trustees
Supporting pupils with medical conditions	Should be annually	Board of trustees can delegate
Early Years Foundation Stage (EYFS) policies	Varies because a standalone EYFS policy is not a requirement. There is a statutory requirement to have certain policies and procedures in the EYFS, but you might meet these requirements through other policies	Board of trustees can delegate
Careers - Provider access	Should be annually. Only required for secondary schools	Board of trustees
Examinations policies <ul style="list-style-type: none"> contingency plan non-examination assessment conflicts of interest malpractice evacuation mid-exam candidate verification use of word processor 	Review annually against 'ICE' – Instructions for conducting examinations	Board of trustees can delegate
16 to 19 bursary fund policy	Review annually in light of funding and cohort characteristics	Board of trustees can delegate
Health, Safety and Premises (Back to top)		
Health and safety	Should be annually	The employer (this will be your trust)
Premises management documents	Should be annually	Board of trustees can delegate
Child protection policy and safeguarding procedures including <ul style="list-style-type: none"> allegations against staff, and low-level concerns 	Should be annually, as a minimum	Board of trustees

Policy	Frequency	Approved by
Risk assessments for <ul style="list-style-type: none"> • occupation of premises • curricular, extracurricular and non-teaching activities 	Determined by the board of trustees	Board of trustees can delegate
Risk register	Minimum of annually	Board of trustees (can delegate interim reviews)
Business continuity or disaster recovery plan to include critical incident arrangements	Live document, with full annual review	Board of trustees can delegate
Governance, Administration & Finance (Back to top)		
Audited annual reports and accounts	Determined by the board of trustees	Board of trustees
Charging and remissions	Annually	Board of trustees can delegate
Competitive tendering	Determined by the board of trustees	Board of trustees can delegate
Complaints	Annually	Board of trustees can delegate
Data protection policy and associated documentation	Policy annually, associated documents are live with full annual review	Board of trustees can delegate
Equality information and objectives statement	Equality information updated and published at least every year Equality objectives at least every 4 years	Board of trustees can delegate
Governors' allowances	Determined by the board of trustees	Board of trustees can delegate
Investment	Determined by the board of trustees but should be reviewed prior to investment commentary produced for annual report	Board of trustees
Privacy notices (inc. subject's data rights & how biometric data is to be processed and stored, etc.)	Annually, or when any significant changes	Board of trustees can delegate
Staff and Conduct (Back to top)		
Safer recruitment policy	Annually, or when KCSIE updated	Board of trustees can delegate

Policy	Frequency	Approved by
Staff behaviour (code of conduct) and grievance	Annually, but monitor for changes in employment law	Board of trustees can delegate
Staff disciplinary procedures	Should be annually	Board of trustees can delegate
Employing people with convictions*	N/A	Board of trustees can delegate
Acceptance of gifts, hospitality, awards, prizes or benefits	Determined by the board of trustees	Board of trustees can delegate
Whistle-blowing procedures	Determined by the board of trustees	Board of trustees can delegate

* Not required as a separate document provided arrangements included in another policy (e.g. safer recruitment) and shared with applicants

A range of policy templates are available for clients via the **client portal**



The screenshot shows the 'Account sign in' page of the Client Portal. At the top, there is a navigation bar with links: HOME, ABOUT US, SERVICES, BLOG, CONTACT US, and CLIENT PORTAL. The page title is 'Account sign in'. Below the title, there is a sign-in form with fields for 'your_email@your_domain.com' and a password field (indicated by dots). A 'SIGN IN' button is located below the password field. At the bottom of the form, there is a link for 'Reset password'.

Mastery | Clarity | Wisdom





Further Support

Mastery | **Clarity** | **Wisdom** can help you develop, review or implement your policies.

In fact, whatever you are working on, help is available from my team. We offer problem solving sessions, and long-term coaching for board chairs, CEOs and governance professionals. We can support wider board development sessions, offer independent governance reviews and interim leadership support.

In addition, we can build bespoke consultancy and support packages, tailored to your needs. Give us a call today.

Matthew

Matthew Clements-Wheeler
Founder & CEO, **Mastery** | **Clarity** | **Wisdom**
<http://www.mcw.org.uk>
01643 689 680

