

Greenshaw Learning Trust

Policy Statement and Policy Schedule

Policy Title	Greenshaw Learning Trust Policy Statement and Policy Schedule	
Category	Trust Policy	
Responsible Officer	CEO	
Approved on	17th July 2026	
Minor technical or operational updates made	Name	Date
Review Cycle and next approval date	Three years July 2029	
Monitoring arrangements	This policy will be reviewed every three years, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher.	
Associated Policies Internal Policy Library Published GLT Policies <i>For school policies please visit the school website</i>		
This Policy is based on or takes into account the following legislation and guidance		

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Contents

Terminology:	4
Scope & Applicability	4
Introduction	5
Policy Statement	5
Policy framework	5
Trust-wide policies and procedures	6
Common school policies and procedures	6
School templates/models	6
Operational procedures	6
Approval	6
Trust-wide and Common school policies and procedures, and Templates	7
School appendices and templates	7
Formal review	7
Interim review and minor/technical changes	7
Recording and Publication	8

Terminology:

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means a Trustee or Community Governance Committee (CGC) member.
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'
- References in this Policy to 'policies and procedures' should be read as including 'reports, templates, models, statements and schedules etc', as specified in the [GLT Policy Schedule](#) that can be found at Appendix A to this Policy.

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- **This is a Trust Policy.** The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.

Introduction

Policy Statement

The Greenshaw Learning Trust (GLT) is a charitable company limited by guarantee, constituted under a Memorandum of Association and Articles of Association. The Board of Trustees is the 'governing board' of the Trust, and is responsible for the operation and performance of the Trust as a whole and all schools and services of the Trust.

The Board of Trustees has to ensure that the Trust as a whole and all the schools and services of the Trust operate in accordance with the Trust's Articles of Association and its Funding Agreements, and with all relevant legislation and Government Guidance.

To enable it to fulfil this responsibility, the Board of Trustees approves a range of policies and procedures that set out what its schools and services, its staff, pupils, parents and volunteers need to do, and what policies and procedures they are required to have and to follow.

This Policy Statement and Policy Schedule sets out the policy framework adopted by the Board of Trustees of the Greenshaw Learning Trust and the procedures for approval and review of Trust and school policies.

Policy framework

General descriptions of the requirements for 'policies' often use the terms 'policy' and 'procedure' interchangeably. The Trust has adopted a standard 'default' structure for its policies and procedures as follows:

- **Policy** – statement of principles, aims and objectives, the requirements that the Board places on the Trust and its schools; non-negotiables; decision of 'governors' (Board of Trustees).
- **Procedure** – what the Trust's schools, staff, pupils, parents etc, have to do to meet the requirements of a policy and how the policy is implemented; what to do and who does it.
- **Guidance** – Guidance may be issued to provide additional details to those persons required to implement a policy or procedure to assist them and ensure the policy/procedure is implemented appropriately.

In order to ensure that the Trust fulfils its statutory responsibilities all schools and service units in the Trust must follow Trust policies, procedures and guidance.

Schools and service units may develop, maintain and implement their own procedures and guidance if required, which must be consistent with Trust policies and procedures.

GLT Policies and procedures are either:

- **Trust wide** - a single policy / procedure applicable to all Trust schools and service units.
- **Common** – a single policy / procedure applicable to all Trust schools and service units, with a school-specific element or annex
- **Template/Model** - a template or model that is created for use across all schools in the Trust, that Headteachers use to create specific documents for their schools

Trust-wide policies and procedures

The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.

Common school policies and procedures

Common school policies and procedures are statements by the school to its local stakeholders, where the Board of Trustees has determined that all schools in the Trust must follow the same policies/procedures, so that the Trust can fulfil its statutory responsibilities and/or manage its schools effectively. Common school policies and procedures are approved by the Board of Trustees. Some will have a school-specific element or annex; in these cases each school's Headteacher will need to tailor those specific parts of the policy/procedure – and those parts only, as indicated in the policy/procedure – to their specific requirements. The Responsible Officer must approve the school-specific variations, but may not alter the base policy/procedure.

School templates/models

For some school policies and procedures, as specified in the GLT Policy Schedule, the Board of Trustees will approve a template or model that is largely identical across all schools in the Trust. For these policies/procedures, the Responsible Officer must approve the school-specific variations, but may not alter the base policy/procedure.

Operational procedures

In order to implement the policies and procedures of the Trust the Headteacher may adopt and implement further operational procedures as long as they are consistent with the appropriate Trust strategic, Trust-wide and common school policies as set out in the GLT Policy Schedule. Any such procedures are deemed to be operational matters within the delegated authority of the Headteacher.

Approval

Policies and procedures must be approved in accordance with the **GLT Policy Schedule**.

All policies and procedures will identify a 'Responsible Officer' who is responsible for the maintenance and review of the policy/procedure, and for the approval of any school specific elements that have been added. Where the responsible officer is identified as the CEO, they may delegate that function to an appropriately senior and qualified member of their staff.

Trust-wide and Common school policies and procedures, and Templates

Should be drafted by the identified responsible officer. Appropriate legislation and DfE guidance should be followed. The draft policy/procedure should then be presented to the Board of Trustees for approval.

School appendices and templates

When Headteachers are completing school appendices and/or, a GLT approved template, appropriate legislation and DfE guidance should be followed and advice from the appropriate officers of the Trust Shared Service should be followed. The draft appendix or template should then be presented to the Responsible Officer for approval.

Formal review

Policies and procedures must be reviewed by the responsible officer in a similar way to the process described in section 3 and in accordance with the **GLT Policy Schedule**, may be scrutinised by a committee of the Board of Trustees, and should be presented to the Board of Trustees for approval, at the latest before the formal review date in the Schedule.

The recommendation to the Board of Trustees should summarise the changes that have been made to the policy/procedure since it was last formally approved by them. Significant changes to the effect or operation of the policy/procedure should be identified and significantly changed sections in the policy/procedure should be referenced; where appropriate and it adds clarity, new and changed text in the policy should be indicated e.g. by different coloured text.

If the policy/procedure does not require any changes at the time of review, the Board of Trustees should be informed of this; the recommendation should state that the policy has not changed since it was last approved.

Interim review and minor/technical changes

The person named as the Responsible Officer for the policy or procedure is responsible for ensuring that the policy/procedure is kept up-to-date between formal reviews.

If minor/technical drafting changes are required to a policy/procedure that do not materially affect the nature of the policy/procedure, such changes can be made by the Responsible Officer without the policy/procedure being presented for approval to the Board of Trustees; for example a change to the name or contact details of a member of staff referred to, or technical

updates required by legislation or guidance that do not materially alter the effect or operation of the policy/procedure.

If the required change is more significant and cannot be classed as a minor/technical drafting change, then the proposed revised policy/procedure must be presented to the next available meeting of the Board of Trustees for approval.

If the change is deemed to be more significant, but is required urgently and cannot wait until the next meeting, the responsible officer should consult the CEO and may propose, via the Clerk to the Board, that the revised policy/procedure be approved by written resolution of the Chair.

If the Responsible Officer is unsure whether the amendments required fall within their delegated authority, they should consult the GLT CEO; if the Headteacher is unsure about their responsibilities, they should consult the appropriate Responsible Officer or Director of Education.

Recording and Publication

When a policy or procedure is approved or formally reviewed, the Clerk to the Board of Trustees updates the **GLT Policy Schedule**, stores a PDF in the 'Published Policy' folder, and an editable version in the 'Working' folder on the governance Google Drive.

The GLT CEO must ensure the latest approved **Trust** policies/procedures are made available to staff and published on the Trust website as required by the **GLT Policy Schedule**.

For a **common school policy/procedure or template** on the **GLT Policy Schedule**, following approval, review, or minor amendment, Headteachers are informed to complete school-specific elements. These require Responsible Officer approval before the Compliance Team publishes the final version on the school website. Headteachers must ensure all staff have access to the latest approved Trust and school policies/procedures.

An annual website compliance audit by the Governance and Compliance Team verifies the publication of the most recent versions across all school websites.

Headteachers may issue operational school procedures to staff and/or parents, in addition to the **GLT Policy Schedule** requirements.

For the definitive policy/procedure, Trustees and Headteachers should use the Trust and School Policy folders on the governance Google Drive (via the Intranet) or contact the Governance and Compliance Team.