

Greenshaw Learning Trust

Policies Policy

July 2019

This Greenshaw Learning Trust Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust.

This Policy sets out the policy framework adopted by the Board of Trustees of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of each school, and the Board of Trustees and CEO for Trust central services, to ensure that their school/service and its staff follow this Policy; in implementing this Policy the local governing body, Headteacher and Trust staff must take account of any advice given to them by the Chief Executive Officer and/or Board of Trustees.

This Policy is subject to the Scheme of Delegation approved for the school or service. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

If there is any question or doubt about the interpretation or implementation of this Policy, the Chief Executive Officer should be consulted.

Approval and review:

This Policy is the responsibility of the GLT Chief Executive Officer (CEO).

This Policy was approved by the Board of Trustees on: 19 July 2019.

This Policy is due for review by: July 2023.

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September 2019

1.1 Introduction

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 responsible for all schools and service units within the Trust.

It is the responsibility of the local governing body and the Headteacher of the school to adopt and maintain school policies and procedures as required to implement the Policies and Procedures of the Trust and to ensure that any such school policies and procedures are consistent with the Articles of Association and Funding Agreements and the Policies and Procedures of the Trust.

In implementing such policies and procedures the local governing body, Headteacher and school staff must take account of any advice given to them by the Chief Executive Officer or Board of Trustees of GLT.

1.2 Terminology:

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school/academy.
- CEO means chief executive officer of the Greenshaw Learning Trust.
- Central Trust staff means staff employed by the Trust to provide central or Trust-wide services, as distinct from staff employed to work in a specific school or schools.
- Local governing body (LGB) means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions related to the governance of the school.

2.1 Policy framework

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

The Trust has a suite of policies that sets out the over-arching policy framework for the Trust and its schools and a number of single Trust-wide policies that apply to the Trust as a whole and all schools in the Trust. In addition, individual schools and the central Trust services will have a set of policies of their own, which it is their responsibility to develop, approve and abide by, as long as they are consistent with any appropriate Trust policies.

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

- Policy – principles, aims and objectives, the requirements that the Board places on the Trust and its schools and that the LGB places on its school; non-negotiables; decision of governors (Board or LGB).

- Procedure – what the Trust and its schools have to do; what to do and who does it; how the policy is implemented.
- Guidance – advice and guidance for those having to do it.

GLT has grouped its policies and procedures under the classes of policy below and as listed in the GLT Trust Policy Schedule 190719 or later.

Responsibility for keeping each policy and procedure up-to-date with necessary technical drafting changes that do not materially affect the nature of the policy or procedure, is delegated to the person named as responsible for the policy or procedure; such changes can be made by the responsible person without the policy or procedure being presented for approval to the Board of Trustees or Local Governing Body.

If the responsible person is unsure whether the amendments required fall within this delegated authority, they should consult the Headteacher or CEO as appropriate, who in turn should consult with the Chair of the Board / LGB or appropriate link governor / trustee to determine whether the amendments to the policy or procedure should be brought to the Board / LGB for approval.

2.2 Trust Strategic Policies

GLT Board of Trustees has approved a set of Trust Strategic Policies that set out the Trust’s high-level policy framework under a set of strategic policy areas; each with a single high-level Trust-wide policy, with a set of sub policies and procedures below it.

A Strategic Policy gives the high-level policy framework to be followed by all schools and services across GLT; setting the context and principles for the policies and procedures of the Trust’s central services and its schools, and which they and their own policies and procedures must follow.

It is the responsibility of the local governing body and the Headteachers and local governing bodies, with respect to schools, and the CEO and Board of Trustees, with respect to Trust central services, to ensure that their schools and services are managed in accordance with the Trust Strategic Policies and must adopt and maintain school and service policies and procedures as required by the Trust Strategic Policies.

2.3 Trust Interim Policies

Where a full new Trust Strategic or single trust-wide policy has not been developed and approved, and schools are therefore permitted to operate under some of their pre-existing policies, the Trust may have an ‘interim policy’, that sets out the main principles of Trust policy and describes where Trust policy overrides or amends existing school policy.

2.4 Single Trust-wide policies

GLT Board of Trustees has approved a set of Single Trust-wide Policies – a single policy that must be followed by all schools and services in the Trust.

A school’s pre-existing policy that is covered or superseded by a single Trust policy will fall, and the GLT Single Trust policy will apply to the school.

Some Single Trust-wide policies/procedures will have a school-specific element or annex; in these
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cases the policy/procedure will apply to all schools, but each school will need to tailor, and their LGB approve, those specific parts of the policy, as indicated in the policy, to their local requirements.

2.5 School Policies

In many areas, in accordance with Trust Strategic Policies and where they do not contradict Single Trust-wide policies or procedures, schools need to approve and follow their own school-specific policies and procedures.

It is the responsibility of the local governing body and the Headteacher of each school to ensure that their school policies and procedures are consistent with the Trust Strategic Policies.

School Policies are written by the school and approved by the governing body. In many cases the Trust will have an approved Model School Policy that the school can adopt or adapt as required.

2.6 Trust Central Service Policies

In a similar way to schools having their own School Policies, the Trust central service - services not provided by an individual school and/or services provided by staff employed by the Trust central service, or where the Trust is the responsible entity, rather than the individual school, the Trust central service will need to develop, and the Board of Trustees approve, appropriate Trust Central Service Policies and Procedures.

Where a required policy or procedure has not been approved for the Trust central service, the current Greenshaw High School policy or procedure will apply, unless a more appropriate policy or procedure is available and endorsed by the appropriate GLT Director or CEO.

2.7 Model school policies

A set of models and templates for policies and procedures will be drafted on behalf of and approved by the Board of Trustees for areas subject to School policies and procedures, and which the Board will recommend to schools as model policies that they can adopt or develop into their own policies.

The currently available GLT model school policies are listed in the Schedule.

2.8 Pre-existing school policies

Where a Trust Strategic Policy allows for a school to have its own policy or procedure and the Trust has not agreed an appropriate single trust-wide policy or procedure for all schools to follow:

- i. Schools should review their pre-existing Policy/Procedure to make the minimum changes required to ensure it is consistent with the appropriate GLT Strategic Policy, that references to the LA etc are changed to GLT as appropriate, and it is updated for essential legislation and guidance changes.
- ii. Where a GLT Model Policy or procedure has been approved, the school should consider moving to that policy or procedure, and adopting it as-is or adapting it to their requirements.
- iii. Where a school does not have a suitable pre-existing policy or procedure their pre-existing policy or procedure requires too much amendment to meet the requirements of Trust policy, then they should use the appropriate Model.
- iv. If an appropriate model has not been approved, or a school is considering reviewing and updating a policy or procedure other than the minimum changes above, or there is uncertainty

over the best way to proceed, the school's Headteacher should consult the appropriate Director of Education.

In all cases, where there is any conflict or ambiguity, the approved GLT Strategic Policy and any relevant Single Trust Policy takes precedence.