

## Policy Guidance for Local Governing Boards

### Introduction

This guidance is intended to be used alongside the DGAT Policy Arrangements and Provisions document and has been produced to assist local governing board's. A full list of DGAT policies can be found on the Trust website in the members section under local governance. The Policy Arrangements and Provision document sets out which policies are statutory and which are non statutory and which the LGB has responsibility for.

Policies impact on the work of the local governing board (LGB) in two ways. Firstly, the LGB has specific responsibility for policies set out in the scheme of delegation and secondly, a number of policies include stages where the LGB has a role to play in the implementation of the policy e.g. the complaint policy or disciplinary and grievance policies. The LGB's responsibilities from the scheme of delegation in relation to policies are listed below.

### Ratifying and reviewing policies

**G.13** Ratify and review all statutory policies and DGAT Policies: LGBs to **decide** as per the DGAT policy arrangements and processes guidance.

To meet this responsibility LGBs should ensure they are familiar with the policies they are required to ratify as set out in the DGAT policy arrangements and processes guidance. For clarity these are:

#### Early Years Foundation Stage Policy (school policy)

#### Special Educational Needs and Disabilities (SEND) Information report (school produced)

The statutory requirement is for schools to publish a SEND information report which sets out the school's policy for supporting pupils with SEND. The LGBs responsibility is to ratify the SEND information report prior to it being published on the school website. The report should be reviewed and updated at least annually and local governors can use the [special educational needs and disability code of practice: 0 to 25 years](#) to identify what the SEND information report should include.

Some schools may have other policies which LGB will need to ratify.

The following Trust policies require any local contextual additions to be added before ratifying as below:

**Behaviour policy:** Local governors are responsible for ratifying local contextual additions to the policy only and monitoring the implementation of this policy.

**Child Protection and Safeguarding policy:** Local governors are responsible for ratifying local contextual additions to the policy only and monitoring the implementation of this policy.

**Special Educational Needs and Disabilities Policy:** Local governors are responsible for ratifying local contextual additions to the policy only and monitoring the implementation of

this policy.

**Relationships, Sex and Health Education Policy:** Local governors are responsible for ratifying local contextual additions to the policy only and monitoring the implementation of this policy.

Other policies listed below require local contextual additions and LGB's need to ensure these have been completed prior to noting or ratifying the policy.

**Allergen and Anaphylaxis Policy** – various pages to be completed with persons responsible for administering medicines and locations of medicines, along with guidance on how to identify the children at the school with dietary needs.

**First Aid policy** – Various pages throughout to be completed by the school.

**Health and Safety Policy** – page 10 add location of first aid boxes and complete appendix 1 & 2 and send a copy to the Trust.

**RE policy** – various pages throughout to be deleted and completed as relevant to the school.

**Supporting pupils with medical conditions** – page 3

## Other Scheme of Delegation policy responsibilities

**G.14** Monitor the implementation of Trust-wide policies and additional policies as set out in the DGAT policy arrangements and processes guidance. LGBs to **monitor** as per the DGAT policy arrangements and processes guidance.

**G.16** Implement and monitor any policy addendum required in the event of extra-ordinary events or circumstances. LGBs to **monitor as and when required**.

**SE.2** Implement the performance management policy for the Headteacher and other staff. LGBs to **deliver** and **monitor**. This is achieved by a local governor being invited to be part of the Headteacher performance management process, a guidance document can be found [here](#).

**SE.8** Implement and monitor the Trust Behaviour Policy: LGBs to **monitor**.

**SE.11** Determine and monitor the Trust SEND Policy. LGBs to **monitor**.

**S.2** Ensure compliance with all safeguarding policy and practice. LGBs to **monitor** strategically at school level. LGBs should achieve this by utilising the DGAT Safeguarding Link Governor monitoring form and Headteacher report to the LGB.

**S.4** Ensure safer recruitment policy, processes and practice: LGBs to **monitor** strategically at school level. LGBs should achieve this by utilising the DGAT Safeguarding Link Governor monitoring form.

**F.12** Ensure school expenditure is in keeping with the budget and adheres to the Trust Finance Policy: LGBs to **monitor** strategically at school level. LGBs may achieve this through use of the

Finance and Premise report to the LGB, by monitoring the chart of accounts and ensuring that local governors regularly engage with the Trust Finance Policy to ensure compliance.

*PA.1 Consult with all stakeholders before determining an admissions policy. LGBs to **deliver** at the direction of the Trust Board.*

Local governing boards should maintain an awareness of additional policies where they have a process role e.g., the complaints policy or HR policies and should frequently refer to policies when issues arise to ensure these are being followed consistently.

### **Keep impact at the heart of the issue**

An important part of the local governing board's role in policy management, as shown above, is monitoring the impact of policies on the pupils and staff in school. Local governors should not become distracted by proof reading policies and suggesting different wording, or highlighting grammatical errors but should focus on how consistently the policy is implemented and what the impact of this is on the children and staff. Likewise, if the LGB has worked through a process set out in a Trust policy and has feedback on this, they should contact Nicki in the first instance.

### **How LGBs are made aware of Trust policy updates.**

Each week, the central team send to all Headteachers, Chairs of Governors and Clerks 'The Herald', which includes details of any policies that have been reviewed and updated. This always includes details of any action the school needs to take in relation to the policy e.g., whether the policy should be noted by the LGB, if a process within the policy related to the LGB has been changed or whether the LGB needs to ratify any local contractual information added to the policy. Each reviewed policy is accompanied by a summary of changes sheet, and it is recommended that it is this summary which is shared with LGBs to advise them of any changes made to the policy they need to be aware of.

The central team has a policy review cycle in place for all Trust-wide policies. The most up-to-date version of any policy is the copy available in the members areas on the DGAT website, and this is the copy which should be used by schools and monitored by LGBs.

### **List of DGAT Policies to be adopted and updates formally noted by the LGB**

Local governors are required to formally note the updated policy at their next LGB or relevant Committee meeting. Noting formally means that the LGB should be noting any changes to the policy that impacts on their responsibilities set out in the scheme of delegation or a process that relates to the LGB within the policy. The LGB is not ratifying these policies.

The list below shows which policies must be formally noted or ratified by LGB's every time they are updated.

Admissions Policy

Anti Fraud and Corruption Policy

Anti Bullying Policy

Behaviour Policy (ratified with local contextual additions)

Board of Trustees and LGB Remote Meeting Policy

Charging and Remissions Policy

Complaints Policy

Conflict of Interest Policy

Equal Opportunities

Finance Policy

Freedom of Information Policy

Gifts, Hospitality and Anti-Bribery Policy

Governor and Trustee Expenses Policy

Health and Safety Policy

Local Governors Code of Conduct Policy

Local Governor Visits Policy

Pay Policy

Performance Management Policy and Procedure

Pupil Attendance and Absence Policy

Recruitment of Ex-Offenders Policy

Removal of Delegations Policy

Relationships, Sex and Health Education Policy (ratified with local contextual additions)

Religious Education Policy – DBE issued

Safeguarding and Child Protection Policy (ratified with local contextual additions)

Safer Recruitment

Special Educational Needs and Disabilities (ratified with local contextual additions)

Staff Wellbeing Policy

Whistleblowing Policy

It is recommended for all other policies, the LGB takes a pragmatic approach to this and determine clearly what the impact on children and staff will be if the LGB include the policy on its agendas. A full policy list is given in the Policy Arrangements and Provision document.

## **List of policies to be published on the school website**

Finally here is a list of policies that must be published on the school website. The website compliance audit form contains a full list of all documents required, this is available on the DGAT website in the members area of Local Governance. Where policies are required to be published on the school website LGB's should ensure any contextual additions have been completed by the school before they are published.

Admissions Policy

Behaviour Policy

Allergen and Anaphylaxis Policy

Anti-Bullying Policy

Charging and Remissions Policy

Complaints Policy

Data Protection Policy

Equal Opportunities Policy

Freedom of Information Policy

Local Governors Code of Conduct Policy

Managing Abusive, Aggressive or Violent Visitors Policy

Pupil Attendance and Absence Policy

Relationships, Sex and Health Education Policy

Religious Education Policy – DBE issued

Safeguarding and Child Protection Policy

Special Educational Needs and Disabilities policy

Whistleblowing Policy

Special Educational Needs Information report

## **How can we help?**

The scheme of delegation, DGAT policy arrangements and processes guidance and local governance area on the DGAT website are the key places for local governors and clerks to seek clarification and support to meet the LGBs responsibilities in relation to policies.

If your LGB would like any support to fulfil its responsibilities or this raises any questions for your LGB in relation to policies, please contact Nicki or Vicki.