



The de Ferrers Trust

The de Ferrers Trust (the Trust)

Terms of Reference

Policy Committee

1 Constitution

- 1.1 The board of directors of The de Ferrers Trust (the **Trust Board**) hereby resolves to establish a committee of The de Ferrers Trust to be known as the Policy Committee (the **Committee**).

2 Membership

- 2.1 The Committee shall consist of members of the Trust Team together with a minimum of two members of the Trust Board.
- 2.2 The current members of the Trust Team are:
- 2.2.1 Steve Allen (Chief Executive)
 - 2.2.2 Amy Taylor (Director of Finance)
 - 2.2.3 Joanne Harrison (Director of Human Resources)
 - 2.2.4 Tammy Pyszky (Director of Governance and Operations)
- 2.3 The Trust Board shall at the first meeting of each academic year identify which Trustees will attend each meeting and will publish this information on the website. The Committee will elect a Trustee to act as Chair (the **Chair**) at each meeting.
- 2.4 The Director of Governance and Operations shall take the minutes. In her absence another member of the Trust Team will take the minutes.
- 2.5 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3 Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the monitoring of cross-trust policies through the policy tracker and for recommending approval of such policies to the Trust Board

4 Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least once a term.
- 4.2 The quorum for the transaction of the business of the Committee shall be three Trustees (including the Chief Executive or in his absence the Chair of the Trust Board).
- 4.3 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.4 Each member present in person shall be entitled to one vote.
- 4.5 Where there is an equal division of votes the Chair of the Committee shall have a casting vote.
- 4.6 A register of attendance shall be kept for each Committee meeting and published annually.

5 Authority

- 5.1 The Committee is authorised by the Trust Board to:
 - 5.1.1 carry on any activity authorised by these terms of reference; and
 - 5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

6 Reporting Procedures

- 6.1 Within 14 days of each meeting the Committee will produce and agree minutes of its meetings. These can be agreed by email.
- 6.2 The Committee will publish a report to the trustees at their next meeting.
- 6.3 The Trust Board will conduct an annual review of these terms of reference.



The de Ferrers Trust

POLICY TRACKER

Policy	Trust Policy	Responsibility	Approval required from	Review Frequency	Last Review
Policies needed by Statute					
Charging and Remissions	✓	Director of Finance	Board	Annually	July 2015
School Behaviour		Principal in consultation with LGB	Chief Executive	Annually	
Sex Education		Principal in consultation with LGB	Chief Executive	Bi-Annually	
Special Educational Needs	✓	Chief Executive	Board	Annually	December 2015
Data Protection	✓	Director of Finance	Board	Bi-Annually	December 2015
Health and Safety	✓	Director of Finance	Board	Annually	January 2015
Admission Arrangements	✓	Principal in consultation with LGB	Board	Annually	October 2015 (for September 17 intake)
Accessibility Plan		Principal	Chief Executive	Every 3 years	
Single Central Record			Safeguarding Governor	Annually	
			Trust Audit	Annually	
Complaints Procedure	✓	Chief Executive and Director of HR	Trust	Bi-Annually	December 2015
Freedom of Information	✓	Director of Finance	Trust	Bi-Annually	December 2015
Minutes of, and papers considered at, meetings of Members, Directors and Local Governors		Clerk to LGB as appropriate	Relevant body as appropriate	At the following meeting	n/a
				Trust Audit - Annually	November 2015
Premises Management Documents	TBC	Director of Finance	TBC	TBC	TBC
Equality	✓	Chief Executive	Board	Every 4	

Information and Objectives (public sector quality duty) Statement for Publication				years	
School Information published on a website			Principal	Trust Audit – Annually	
Register of students' admissions to school			Principal	EWO/Trust Audit – Annually	
Register of students' attendance			Principal	EWO/Trust Audit – Annually	
Safeguarding & Child Protection Policy and Procedures	✓	Chief Executive	Board	Annually	December 2015
EYFS	✓	Executive Principal	Board	Every 3 years	September 2013
Statement of Procedures for dealing with allegations of abuse against staff	✓	Director of HR	Board	Bi-Annually	September 2015
Supporting students with medical conditions	✓	Chief Executive	Board	Bi-Annually	
HR Policies					
Pay Policy	✓	Director of HR	Board	Annually	June 2014
Appraisal Policy	✓	Director of HR	Board	Bi-Annually	June 2014
Maternity, Adoption, Paternity & Parental Leave (MAPP)	✓	Director of HR	Board	Annually	October 2015
Absence Policy (Time Off)	✓	Director of HR	Board	Annually	January 2016
Sickness Absence Policy	✓	Director of HR	Board	Bi-Annually	January 2016
Grievance Policy	✓	Director of HR	Board	Annually	January 2016
Managing Attendance at Work Procedure (as	✓	Director of HR	Board	Bi-Annually	December 2014

referred to in the Sickness Absence Policy)					
Disciplinary Procedure	✓	Director of HR	Board	Annually	January 2016
Performance Improvement Policy	✓	Director of HR	Board	Bi-Annually	December 2014
Whistleblowing Policy	✓	Director of HR	Board	Annually	March 2015
Flexible Working Policy	✓	Director of HR	Board	Annually	January 2016
Disciplinary Final Suspension Procedure	✓	Director of HR	Board	Annually	January 2016
Formal Meeting Procedure	✓	Director of HR	Board	Annually	January 2016
Harassment and Bullying Procedure	✓	Director of HR	Board	Annually	January 2016
Investigation Procedure	✓	Director of HR	Board	Annually	January 2016
Stress Policy	✓	Director of HR	Board	Annually	October 2015
Code of Conduct	✓	Director of HR	Board	Annually	October 2015
Probationary Period Policy	✓	Director of HR	Board	Annually	December 2015
Social Media Policy	✓	Director of HR	Board	Annually	December 2015
Other Cross-Trust Policies					
Gifts and Hospitality Policy	✓	Director of Finance	Board	Annually	January 2014
Gifted and Talented Policy	✓	Chief Executive	Board	Annually	September 2015
Policy for Missing Students (Including missing education through ill health)	✓	Chief Executive	Board	Annually	
LAC Policy	✓	Chief Executive	Board	Annually	January 2015
16-19 Bursary Fund Policy	✓	Director of Finance	Board	Annually	January 2015
Privacy Notice	✓	Director of Finance	Board	Annually	September 2015

LGPS Discretions Policy	✓	Director of Finance	Board	Annually	July 2015
Local Policies					
Lettings Policy		Principal	Director of Finance	Annually	
Educational Visits Policy		Principal	Chief Executive	Annually	
Homework Policy		Principal	Chief Executive	Annually	
Feedback (Marking) Policy		Principal	Chief Executive	Annually	

All Trust Policies will go through a period of consultation before they are approved. Please see the Trust document 'Approach to Cross-Trust Policy'.

All Local Policies are the responsibility of the individual academy. A Trust Audit will take place on an annual basis to ensure all statutory policies are in place. Should you wish to update the Trust on a review of a particular policy, please liaise email Tammy Pyszky, Director of Governance and Operations on tpyszky@deferrers.com

Calendar of meetings for 2016-17

Term	Date and time	Trustees to attend
Autumn	Friday, 30 September 2016 at 2pm	SLA, EL, MT, JG
	Friday, 18 November 2016 at 2pm	SLA, EL, DM, JG
Spring	Friday, 17 March 2017 at 2pm	SLA, EL, AB, JG
Summer	Friday, 23 June 2017 at 2pm	SLA, EL, MT, AB