

Committee:	Date:
City of London Academies Trust Board of Trustees	9 July 2020
Subject: Policies for the Trust	Public
Report of: Chief Financial Officer	For Decision
Report author: Claire Hersey, CFO	

Summary

The Trust has a suite of key policies which should be reviewed regularly to ensure they remain appropriate for the Trust's current operations and provide consistency across the Trust where possible.

Recommendations

The Board of Trustees is asked to approve the following policies:

- Finance Policy;
- Procurement and Tendering Policy;
- Gifts and Hospitality Policy;
- Charging and Remissions Policy;
- Reserves Policy;
- Investment Policy;
- Expense Claim Policy (new);
- Whistleblowing Policy;
- Freedom of Information Policy;
- Data Protection Policy;
- Records Retention;
- Code of Conduct;
- No Smoking policy (new); and
- Policy for Supporting Pupils with Medical Conditions.

Main Report

Overview

The Trust has a suite of key policies which should be reviewed regularly to ensure they remain appropriate for the Trust's current operations and provide consistency across the Trust where possible.

The documents have been written with the aim of providing policies only (i.e. what should be done) at a Trust level so that processes and procedures (i.e. how it should be done) can be determined locally according to the needs, resources and structure in each of the individual academies.

Key finance policies

The key finance policies have been reviewed and updated and the updated policies, all attached as appendices to this paper, provide Trust-wide guidance and procedures to ensure consistency across all the academies. The updates are highlighted in the documents, but the changes are very minimal as the changes in the 2020 Academies Financial Handbook and the new Academies Accounts Direction do not have any significant impact on finance policies.

These seven finance policies will be reviewed in detail by the Trust Finance Audit and Risk Committee at its meeting on 1 July.

Other policies

The following policies have been reviewed and updated and the updated policies, attached as appendices to this paper, provide Trust-wide guidance and procedures to ensure consistency across all the academies. The updates are trivial:

- Whistleblowing Policy;
- Freedom of Information Policy;
- Data Protection Policy;
- Records Retention; and,
- Code of Conduct (last reviewed April 2017)

Also attached as appendices are:

- No Smoking Policy – while local policies exist in each academy a Trust-wide policy has been developed to ensure the policy requirements are consistent across all COLAT sites. In this policy 'smoking' includes vaping and e-cigarettes.
- Policy for Supporting Pupils with Medical Conditions (last reviewed April 2018) – this has been updated to reflect the latest guidance.

The Trust's Safeguarding Policy is also due for review by Trustees (last reviewed April 2018) and an updated policy will be presented to the Trust Board at its meeting in September 2020.

Appendices

- Finance Policy
- Procurement and Tendering Policy
- Gifts and Hospitality policy
- Charging and Remissions policy
- Reserves policy
- Investment policy
- Expense claim policy (new)
- Whistleblowing Policy
- Freedom of Information Policy
- Data Protection Policy
- Records Retention
- Code of Conduct
- No Smoking policy (new)
- Policy for Supporting Pupils with Medical Conditions