

Committee	Date
Board of trustees of the City of London Academies Trust	8 July 2021
Subject: Policies for the City of London Academies Trust	Public
Report of: Claire Hersey, CFO	For Decision
FOR PUBLICATION	
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 Trustees are asked to approve the following policies:

- Trust Complaints Procedure

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.

Complaints Procedure

A Trust-wide complaints procedure has been developed based on the current DfE model template. While local procedures exist in each academy a Trust-wide model has been developed to ensure the procedures are consistent across all COLAT academies.

Recommendations

The Trustees are asked to approve the Trust Complaints Procedure

Finance Policies

The key finance policies should be reviewed every year to ensure they remain appropriate for the Trust's current operations and provide Trust-wide guidance and procedures to ensure consistency across all the academies where possible. The finance policies are:

- Finance Policy
- Procurement and Tendering Policy
- Gifts and Hospitality Policy
- Charging and Remissions Policy
- Reserves Policy
- Investment Policy
- Expense Travel and Subsistence Policy

These key finance policies have been reviewed to ensure they are still appropriate and meet the needs of the Trust and the ten academies. The changes to the new 2020-21 Academies Accounts Direction and the 2021 Academy Trust Handbook do not have any significant impact on COLAT finance policies.

No changes are proposed for 2021-22

Other policies

The current trust Whistleblowing Policy has been reviewed and no changes are proposed for 2021-22. This policy can be found on the academy websites e.g.

https://www.colpai.org.uk/force_download.cfm?id=71

Updates to the following policies will be presented to the Trust Board at its meeting in September 2021.

- Safeguarding and Child Protection
- Freedom of Information
- Data Protection
- Records Retention

Appendix

- Trust Complaints Procedure