



# Chief Executive Officer's Common statement for adoption by all EPA academies' LGBs on policies and procedures

## Introduction

In any academy/school, having and applying appropriately written, relevant and comprehensive policies and procedures is what keeps the academy/school safe and secure in its operations within a turbulent education environment. They are the safety net that should guide and inform decision making, behaviours and approaches within every academy/school.

That having been said, it can be difficult for the Governing Body of an academy/school, or the Local Governing Body of an academy/school within a wider multiacademy trust, to keep on top of the many issues surrounding policies and procedures such as:

- which policies and procedures are statutorily required
- which policies and procedures are not statutorily required but are desirable to have
- whether an individual academy/school should have a separate policy or procedure as opposed to it being one which the overarching multiacademy trust should have
- what policies and procedures should be being reviewed and/or rewritten and to what timeframe
- what should happen if an academy/school finds itself in a situation where it has need of a policy or procedure which has gone out of date before it has been reviewed and/or rewritten
- what to do if the academy/school finds itself in a situation where it needs a policy or procedure but does not have one in place at all

It is for this reason that I have, as the CEO of the Eynsham Partnership Academy (EPA), requested that the Local Governing Body of every academy within the EPA should adopt the common statement below on the management of policies and procedures within their academy. By doing so, it should put each academy in the position that, no matter what situation arises, the academy will always have an up to date, appropriate, relevant and comprehensive policy or procedure to help guide the actions of the academy in managing the situation.

The final paragraph caveat (where it highlights that if the Academy policy or procedure were to conflict with the equivalent wider EPA's policy or procedure, then the EPA's policy would take precedence) is simply the same catch-all that would be in place in any organisation where part of it (the individual academy) is answerable to the larger whole (the EPA). This same caveat existed when schools were maintained and part of OCC and OCC policies took precedence if there were conflicts of detail.

I would appreciate it if all EPA academy Heads and LGB Chairs could ensure that the following statement is adopted at the next LGB meeting and that I am informed when it has been done. This decision and action should be carefully minuted so that it can be pointed to in the event of any challenge.

**Sarah Kerswell**

Interim Chief Executive Officer

# Eynsham Partnership Academy Trust

## Policies and Procedures: a common statement

### Statement of a motion to be adopted at the LGB meeting of Standlake CE Primary School Academy

“The LGB of Standlake CE Primary School Academy, as part of the Eynsham Partnership Academy (EPA) Trust, are committed to ensuring that the Academy has in place all appropriate and relevant statutory and non-statutory policies and procedures required for the effective and efficient running of the academy.

The Academy will generate a full schedule of these policies and procedures. This schedule will include the statutory or non-statutory status of each policy and procedure along with a timeline for it to be revised and/or rewritten at an appropriate interval.

The LGB of the Academy will adopt the following protocol to ensure that it is always in the position of having all the necessary policies and procedures in place to deal with any situation that may arise.

### Protocol for the application of policies and procedures

When a situation arises that requires the Academy to implement a policy or procedure, the following decision steps will be applied in order:

1. If the Academy has a currently in-date policy or procedure in place to deal with the situation then this will be applied
2. If the Academy has a policy or procedure in place to deal with the situation, but this document is out of date, then
  - a. If the wider EPA has an existing in-date policy or procedure then this will be applied until the Academy has reviewed or rewritten their own policy or procedure
  - b. If the wider EPA does not have an existing in-date policy or procedure then the original Academy policy or procedure will be applied until the Academy has reviewed or rewritten it
3. If the Academy does not have a policy or procedure in place to deal with the situation, whether in-date or out of date, then
  - a. If the wider EPA has an existing in-date policy or procedure to deal with the situation then this will be applied until the Academy has written their own policy or procedure
  - b. If the wider EPA does not have an existing in-date policy or procedure to deal with the situation, then either the legacy Oxfordshire model policy or procedure, or an equivalent LA’s model policy or procedure, will be applied until the Academy has written their own policy or procedure

In any situation where the Academy policy or procedure is in dispute with the equivalent wider EPA’s policy or procedure, then the EPA’s policy will take precedence and be applied to the situation.”