

Board statement in relation to existing policies and Covid-19

Category:	Trust-wide Policies and Procedures
Authorised By:	Board of Trustees
Signed By:	Barry Nolan - Chair of the Board of Trustees
Author:	Keith Holroyd - Governance and Policy Officer
Version:	1
Status:	Draft
Issue Date:	August 2020
Next Review Date:	January 2021

Version Control

<u>Ver.</u>	<u>Date</u>	<u>Comment</u>
1	July 2019	Covid-19 policy statement in relation to the following Policies

Contents

1. Introduction.....	4
2. Child protection and safeguarding	4
3. Health & safety and premises management.....	5
4. Finance related policies.....	5
5. Performance management policies	6
5.1. Teachers	6
5.2. Support staff.....	6
6. Attendance and exclusions.....	6
7. Scheme of delegation.....	6
8. Statement review	7

1. Introduction

In planning to fully reopen the Trust's schools from September 2020, the Board recognises that there may be interim or updated arrangements required in relation to its some of its existing policies.

The policy statements set out in sections 2 to 7 below covers the following policies:

- Child protection and safeguarding
- Health & safety – in relation to the procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site
- Finance policy and finance manual
- Reserves and investment policy
- Counter fraud policy, and
- Performance management policies
- Attendance
- Exclusions
- Scheme of Delegation

2. Child protection and safeguarding

The Trust's child protection and safeguarding policies have been regularly reviewed during the period of school closures and partial reopening to reflect the delivery of home-based and blended learning.

The Board ratified a Covid-related appendix in April 2020 which was further updated and re-ratified by the Board in June 2020.

The Trust's safeguarding hub are currently undertaking the annual review of the Child Protection Policy which will reflect any new required measures relating to the full reopening of schools from September 2020, along with contingencies should schools need to reimplement home-based or blended learning. This updated policy will be ratified by the Board at its first meeting of the 2020-21 school year.

3. Health & safety and premises management

The schools' detailed plans for a full reopening from September will take account of all the necessary health and safety requirements to operate in line with those set out in the DfE's planning guidance, guidance on the system of controls and any relevant PHE guidance. These will include, or are supplemented by Trust-wide guidance on:

- procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site,
- cleaning regimes and pre-opening checks/maintenance
- amended arrangements for fire drills and evacuation procedures
- requirements of our various local authority transport providers.

4. Finance related policies

The Trust's financial operating procedures (finance manual) have already been reviewed to allow for interim working arrangements where necessary to accommodate home-working in such a way as are consistent with the principles of the Finance Policy. Local procedures have been formally agreed in writing and implemented for Finance staff. These changes have been reported to both the Finance and Audit Committees and cleared with our auditors in relation to maintaining appropriate financial control. As the teams gradually return to more normal operating conditions, the Covid-related procedures will be rolled back as appropriate but will remain in place as a contingency against further disruption.

No amendments have been necessary to the Finance, Reserves & Investment or Counter Fraud Policies. A statement on contingency arrangements which may be required for future operations will be incorporated in the review of the Finance Policy to reflect the Academies Financial Handbook 2020. A statement on maintaining counter fraud arrangements will be included in the review of the Counter Fraud Policy due to go to the Finance Committee for ratification in September 2020.

5. Performance management policies

5.1. Teachers

The Trust will apply the current DfE guidance which states that ... *“schools must continue to adhere to the School Teachers' Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management. However, we would expect schools to use their discretion and take pragmatic steps, to adapt performance management and appraisal arrangements to take account of the current circumstances.*

Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of partial school closures, where this has impacted on the ability of the teacher to meet fully their objectives.”

5.2. Support staff

The Trust will apply the current DfE guidance which states that ... *“Appraisals and performance management for support staff should be carried out in accordance with the employee’s contract of employment. DfE does not specify pay or terms and conditions of employment for support staff.”*

We will continue to follow our current policy as far as practicable to take account of the current circumstances. Support staff will not be penalised during the performance management cycle as a result of the partial school closures, where this has impacted on their ability to fully meet their objectives.

6. Attendance and exclusions

The Trust’s schools have followed DfE guidance in relation to both attendance and exclusions during the period of full/partial school closures and will continue to do so following full reopening from September. Appropriate arrangements, in line with DfE guidance and Covid-related closure periods, will be applied in cases where schools are required to close due to the imposition of local lockdowns or continuing shielding requirements for individual pupils.

7. Scheme of delegation

The current Scheme of Delegation provides for appropriate decision making procedures and is currently subject to a full review and update ahead of Board

Eden Academy Trust – Covid-19 statement in relation to existing Policies

ratification at its first meeting of 2020-21. In addition, the Board also confirmed the circumstances surrounding and arrangements for the Chair to take decisions of behalf of the Board (Chair's Action) in March 2020 which will be included in the 2020-21 Governance Charter.

8. Statement review

This statement will be reviewed by the Governance & Policy Officer termly and any amendments, or removal of the statement, reported to and ratified by the Board