

HET Policy Review Timetable

Humber Education Trust Policy Schedule

Key: Website, A=Academy, T=Trust, B=Both



Policy	Mandatory/Optional/Recommended	Website	Date Policy Approved	Date of Next Review	Owner of Policy	Which Committee reviews Policy
Statutory						
Charging and Remissions	M	B			Nina Siddle	Finance & Resources
Child Protection Policy and Procedures/Safeguarding	M	B			Kirsten Bradley	Audit
Complaints Procedure Statement	M	B	December 2017	December 2019	Rachel Wilkes	Audit
Data Protection	M	B	December 2017	December 2019	Nina Siddle	Finance & Resources
Freedom of Information	M	B	December 2017	December 2019	Nina Siddle	Finance & Resources
Finance and Accounting (recommended within the Academy's financial handbook)						
Investment	R	-	December 2017	December 2019	Nina Siddle	Finance & Resources
Reserves	R	-	February 2018	February 2020	Nina Siddle	Finance & Resources
Business continuity	R	B	February 2018	February 2020	Nina Siddle	Finance & Resources
Gifts and Hospitality (anti bribery may cover this)	R	B	February 2018	February 2020	Nina Siddle	Finance & Resources
Anti-bribery	R	T	December 2017	December 2019	Nina Siddle	Finance & Resources
Bad Debt	R	T			Nina Siddle	Finance & Resources
Expenses	R	T	December 2017	December 2019	Nina Siddle	Finance & Resources
Fixed Asset / Accounting Policy	R	T	February 2018	February 2020	Nina Siddle	Finance & Resources
Fraud	R	T	December 2017	December 2019	Nina Siddle	Finance & Resources
Procurement	R	T	December 2017	December 2019	Nina Siddle	Finance & Resources
Scheme of Delegation	R	T	September 2017	September 2018	Rachel Wilkes	Trust Board
Non Statutory						
Register of Business Interests	R	B	September 2017	Ongoing	David Beilsten	Trust Board
Whistleblowing	R	B	March 2018	March 2020	Sharon Herrick	Trust Board
Risk management	O	T	December 2017	December 2019	Rachel Wilkes	Audit
Miscellaneous						
Governors, Trustees names/profiles	M	B	September 2017	Ongoing	Rachel Wilkes	Trust Board
Articles of Association	M	B	September 2017	N/A	Rachel Wilkes	Trust Board
Funding Agreements	M	B	September 2017	N/A	Nina Siddle	Trust Board
Governance Diagram - Trust Wide	M	B	September 2017	September 2018	Rachel Wilkes	Trust Board
Annual Accounts	M	T	January 2018	January 2019	Nina Siddle	Trust Board

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