



# NEWMAN CATHOLIC TRUST

HEART SPEAKS TO HEART



## Financial Regulations Manual

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

## Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors.
2	December 2023	Kim Bowgin	Amendment - Principals PO approval limit decreased from £5k to £1.5k – approved by FAR on 07/12/2023.
3	April 2024	Kim Bowgin	Amendment - Purchasing Policy Appendix updated for the addition of new suppliers financial vetting procedures.
4	October 2024	Kim Bowgin	Amendment – Financial Scheme of Delegation Appendix updated for the Budget Virements thresholds being moved to align with Purchase Order approval thresholds. Amendment – Lettings Policy Appendix updated to bring the policy in line with national safeguarding changes and Letter of Assurance template wording added as a new sub appendix.
5	February 2025	Kim Bowgin	Amendment – update of the change of the Trust’s external payroll provider. Amendment – update to include preschool in the income section. Amendment – Charge Card Policy Appendix updated for the inclusion of ‘other local school roles’ to cover new wraparound care charge cards issued. Amendment – Lettings Policy Appendix for the inclusion of new school’s contact details. Amendment – School Financial Division of Duties – amendments following minor changes in the monthly payroll process.
6	February 2026	Kim Bowgin	Amendment – removal of references to the ESFA, replaced with DfE. Amendment – inclusion of Trust Finance Manager and Finance Assistants, where relevant. Amendment – removal of reference to ParentPay, replaced with Arbor or parental payment system. Amendment – update Trust Strategic Business Plan to the correct terminology Trust Strategic Improvement Plan Amendment – additional detail included in the

			Payroll section Amendment – update of the referenced Procurement Act
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*Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

***"Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential."***

At the Newman Catholic Trust, we stand united in our unwavering mission to nurture a transformative educational experience, where every child is seen, valued, and cherished as a unique gift from God. Rooted in faith, we ignite a love for learning that awakens curiosity, sparks imagination, and fuels a lifelong journey of discovery.

Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced, and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually, and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience, and nurturing the whole person.

Our vision is simple yet profound: To be a beacon of **Hope** and **Excellence**, where pupils are not only academically accomplished but spiritually enriched and personally inspired to make a difference in the world.

In all that we do, we seek to embody our Trust's **HEART Values**, which define who we are and guide how we serve:

- **Hope** – Believing in the boundless potential of every child, and striving to build a future filled with possibility, courage and faith.
- **Excellence** – Pursuing the highest standards in learning, leadership and love, so that every action reflects our calling to greatness.
- **Authenticity** – Living truthfully and faithfully, ensuring our words, actions and decisions are grounded in integrity and the Gospel.
- **Responsibility** – Caring for one another and for creation with compassion, stewardship and a deep sense of duty to the common good.
- **Truth** – Seeking wisdom and understanding through Christ, who is the Way, the Truth and the Life.

Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

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### **1. Introduction**

- 1.1 The purpose of this manual is to ensure that The Cardinal Newman Catholic Educational Trust (the Trust) maintains and develops systems of financial control which conform to the requirements both of propriety and of good financial management. It is essential that these systems operate properly to meet the requirements of our funding agreement with the Department for Education (DfE).

- 1.2 The Trust must comply with the principles of financial control outlined in the academies guidance published by the DfE. This manual expands on that and provides detailed information on The Trust's accounting procedures and system. The manual should be read by all staff involved with financial systems.

## **2. Responsibilities**

- 2.1 The Trust has defined the responsibilities of each person involved in the Trust's finances to avoid the duplication or omission of functions and to provide a framework of accountability for Directors, governors and staff. The financial reporting structure is illustrated below:

### **The Board of Directors**

- 2.2 The Board of Directors has overall responsibility for the oversight of the Trust's finances. The Board normally meets at least six times per year but more frequent meetings can be arranged if necessary. The main responsibilities of the Board of Directors are prescribed in the Funding Agreement between the Trust and the DfE and in the Trust's Memorandum and Articles of Association. The main responsibilities include:
- a) ensuring that grant from the DfE is used only for the purposes intended;
  - b) ensuring that funds from sponsors are received according to the Trust's Funding Agreement, and are used only for the purposes intended;
  - c) approval of the annual budget;
  - d) approval of annual accounts in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to academies;
  - e) appointment of the Chief Executive Officer (CEO), Executive Principals, Principals and Heads of School;
  - f) appointment of the Chief Financial Officer (CFO), in conjunction with the CEO
  - g) authorising the award of contracts over £50,000.

### **Finance, Audit and Resources (FAR) Committee**

- 2.3 The FAR is a committee of the Board of Directors. The FAR Committee normally meets at least six times a year but more frequent meetings can be arranged if necessary.
- 2.4 The main responsibilities of the FAR are detailed in written terms of reference which have been authorised by the Board of Directors. The main responsibilities include:
- a) the initial review, scrutiny and authorisation of the annual budget;
  - b) the regular monitoring of actual expenditure and income against budget;
  - c) ensuring the annual accounts are produced in accordance with the requirements of the Companies Act 1985 and the DfE guidance issued to academies;
  - d) approving the award of contracts over £50,000;
  - e) to monitor and assess the internal controls of the Trust;
  - f) to have oversight for external and internal audit matters;
  - g) to establish and maintain a framework for assessing risk;
  - h) to establish and monitor the implementation of the Trust's health and safety framework.

### **The Chief Executive Officer (CEO)**

- 2.5 Within the governance framework of the Trust as approved by the Board of Directors the CEO has overall executive responsibility for the Trust's activities including financial activities and acts as the Accounting Officer. Much of the financial responsibility has

been delegated to the CFO but the CEO still retains responsibility for:

- a) approving new staff appointments within the authorised establishment, except for any senior staff posts, which the Board of Directors have agreed should be approved by them;
- b) authorising contracts over £20,000 and under £50,000 in line with the Scheme of Delegation - Appendix A
- c) signing cheques and authorising payments in conjunction with other authorised signatories.

### **The Chief Financial Officer (CFO)**

2.6 The CFO works in close collaboration with the CEO through whom they are responsible to the Members/Directors/Governors. The CFO also has direct access to the Members/Directors/Governors via the FAR Committee and a presence at the Full Board. The main responsibilities of the CFO are:

- a) the day-to-day management of financial issues including the establishment and operation of a suitable accounting system;
- b) the management of the Trust financial position at a strategic and operational level within the framework for financial control determined by the Board of Directors;
- c) the maintenance of effective systems of internal control;
- d) ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Trust;
- e) the preparation of the annual budget;
- f) authorising orders between £5,000 and £20,000
- g) ensuring forms and returns are sent to the DfE in line with the timetable in the DfE guidance and Companies House in line with its timetable.

### **Internal Audit**

2.7 The Internal Audit programme will be performed by an external organisation, currently the Internal Audit Department of One West and provides Members/Directors/Governors with an independent oversight of the Trust's financial and other processes and procedures. The main duties of the Internal Auditors with regard to financial activities are to provide the Board of Directors with independent assurance that:

- a) the financial responsibilities of the Trust are being properly discharged;
- b) resources are being managed in an efficient, economical and effective manner;
- c) sound systems of internal financial control are being maintained and financial considerations are fully taken into account in reaching decisions.

2.8 The Internal Auditors will undertake a regular programme of reviews agreed in advance by the FAR Committee to ensure that financial transactions have been properly processed and that controls are operating as laid down by the Board of Directors. A report of the findings from each visit will be presented to the FAR Committee.

### **Other Staff**

2.9 Other members of staff, primarily the Finance Manager, Finance Assistants, Finance Leads, Executive Principals, Principals, Heads of School and budget holders, will have some financial responsibilities and these are detailed in following sections of this manual. All staff are responsible for the security of Trust property, for avoiding loss or damage, for ensuring economy and efficiency in the use of resources and for conformity with the requirements of the Trust's financial procedures.

## **Register of Interests**

- 2.10 It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all Trust Members/Directors/Governors and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from which the Trust may purchase goods or services. The register is held by the Clerk to the Directors and is open to public inspection. The register of interests of members and Directors is published on the Trust website.
- 2.11 The register should include all business interests such as directorships, shareholdings or other appointments of influence within a business or organisation which may have dealings with the Trust. The disclosures should also include business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a Member /Director/Governor or a member of staff by that person.
- 2.12 The existence of a register of business interests does not, of course, detract from the duties of Directors/Governors and staff to declare interests whenever they are relevant to matters being discussed by the Board, or a committee. Where an interest has been declared, Members/Directors/Governors and staff should not attend that part of the Board and /or committee or other meeting or take part in or seek to influence the voting or decision making.

## **3. Accounting and Budget System**

- 3.1 All the financial transactions of the Trust must be recorded on the Trust's main accounting system, which is currently Iris Financials. Arbor is used in schools to collect parental payment for trips, school meals and other sundry purchases. Both the Trust's main accounting system and parental payment system are operated by the Finance Teams. The parental payment system will be used to record all payments received from pupils, which will include school uniform, books, school trips, dinner money, breakfast and after school clubs, etc. All other items of income and expenditure will be recorded on the Trust's main accounting system.

### **System Access**

- 3.2 Entry to the Trust's main accounting and budgeting system is password restricted and the CEO and CFO are responsible for authorising access.
- 3.3 Access to the component parts of the accounting and budgeting system is restricted and is delegated according to roles, school and seniority. The CEO and CFO are responsible for setting access levels for all members of staff using the system.

### **Back-up Procedures**

- 3.4 The main accounting system is operated via Iris Financials Cloud and they are responsible for backing up all data. Arbor is also online and they are responsible for backing up all data.

### **Transaction Processing**

- 3.5 All transactions input to the accounting systems must be authorised in accordance with the

procedures specified in this manual, as well as in line with the Scheme of Delegation (Appendix A) and Division of Duties (Appendix B). All journal entries must be documented and authorised appropriately. Bank transactions should be input by the central finance team.

- 3.6 Detailed information on the operation of the Trust's accounting system can be found via the online help system provided. [IRIS Financials \(v7+\)](#)

### **Transaction Reports**

- 3.7 The central finance team comprising of the Finance Manager and Finance Assistants will review system reports to ensure transactions are correctly recorded in the accounting system. The reports obtained and reviewed will include:
- a) monthly reports on all expenditure recorded on the finance systems from each School;
  - b) monthly payroll files from each school
- 3.8 The CFO will review the Management Accounts summarising expenditure and income against budget at budget holder level for each school.

### **Reconciliations**

- 3.9 The Finance Manager is responsible for ensuring the following reconciliations are performed each month, and that any reconciling or balancing amounts are cleared. These are reviewed by the CFO:
- a) payroll control accounts;
  - b) bank, investment and charge card accounts;
  - c) accruals, prepayments, accrued income and deferred income accounts;
  - d) aged debtors and aged creditors;
  - e) charity fundraising control account;
  - f) completing a reconciliation of the VAT account.
- 3.10 Any unusual or long outstanding reconciling items must be brought to the attention of the CFO.

## **4. Financial Planning**

- 4.1 The Trust prepares both medium-term and short-term financial plans.
- 4.2 A medium-term financial plan is prepared as part of the strategic business planning process. The strategic business plan indicates how the Trust's educational and other objectives are going to be achieved within the expected level of resources over the next two to three years.
- 4.3 The strategic business plan informs the development of the annual school development plans, which in turn provide the framework for the annual budget. The budget is a detailed statement of the expected resources available to The Trust and its schools and the planned use of those resources for the following year.

### **Trust Strategic Improvement Plan**

- 4.4 The Trust Strategic Improvement Plan is concerned with the future aims and objectives of the Trust and how they are to be achieved; that includes matching the Trust's objectives and targets to the resources expected to be available. Plans should be kept relatively simple

and flexible. They are the "big picture" within which more detailed plans may be integrated.

- 4.5 The form and content of the Trust Strategic Improvement Plan are matters for the Trust to decide but due regard should be given to the matters included within the guidance to Academies and any annual guidance issued by the DfE.
- 4.6 On a regular cycle the Directors and Governors along with the CEO and CFO, will conduct a review of the Trust Strategic Improvement Plan and report to the Board:
  - a) a review of past activities, aims and objectives;
  - b) a review of the definition of aims and objectives;
  - c) information for the development of the budget plan;
  - d) a timetable for the implementation, monitoring and review of the plan;
  - e) feedback into the next planning cycle.
- 4.7 The timetable will specify the deadlines for the completion of each of the key stages described above. Lead responsibility for the completion of each of the stages will be assigned by the CEO.
- 4.8 The completed Trust Strategic Improvement Plan will include detailed objectives for the coming academic year and outline objectives for the following two years.
- 4.9 For each objective the lead is responsibility for ensuring progress is made towards the objective will be assigned to named person and a named Board committee. The responsible leads should monitor performance against defined success criteria throughout the year and report to the Board, on a termly basis. If there is a significant divergence from the agreed plan, an appropriate course of action will be recommended.

### **Annual Budget**

- 4.10 The CFO is responsible for preparing and obtaining approval for the annual budget. The budget must be approved by the CEO, the FAR Committee and the Board of Directors.
- 4.11 The approved budget must be submitted to the DfE according to their published timetable and the CFO is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.
- 4.12 The annual budget will reflect the best estimate of the resources available to the Trust for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the strategic plan objectives and the budgeted utilisation of resources for each academy within the Trust.
- 4.13 The budgetary planning process will incorporate the following elements:
  - a) forecasts of the likely number of students to estimate the amount of DfE grant receivable;
  - b) review of other income sources available to the Trust to assess likely level of receipts;
  - c) review of past performance against budgets to promote an understanding of the Trust cost base;
  - d) curriculum planning;
  - e) identification of potential efficiency savings and review of the main expenditure headings in light of the strategic plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes.

### **Balancing the Budget**

- 4.14 Comparison of estimated income and expenditure will identify any potential surplus or shortfall in funding. If shortfalls are identified, opportunities to increase income should be explored and expenditure headings will need to be reviewed for areas where reductions can be made. This may entail prioritising tasks and deferring projects until more funding is available. If a potential surplus is identified, this may be held back as a contingency or alternatively allocated to areas of need.

### **Finalising the Budget**

- 4.15 Once the different options and scenarios have been considered, a draft budget should be prepared by the CFO for approval by the CEO, the FAR Committee and the Board of Directors. The budget should be communicated to all staff with responsibility for budget headings so that everyone is aware of the overall budgetary constraints.
- 4.16 The budget should be accompanied by a statement of assumptions. The budget should be seen as a working document which may need revising throughout the year as circumstances change. A revised budget may need to be submitted to the DfE as required.

### **Monitoring and Review**

- 4.17 Monthly Budget Monitoring Reports are prepared by the CFO, supported by the Finance Manager for each school which are shared with the school SLT and LGC. Reports showing actual expenditure against budget will be provided to budget holders on request or can be viewed on IRIS Financial Planner.
- 4.18 Management accounts reports will be prepared by the CFO, supported by the Finance Manager. The reports will detail forecast income and expenditure at both summary and by location levels, with comments on significant variances, for the CEO, the FAR Committee and the Chair of Directors. The Balance Sheet and Cashflow Forecast will also be included within the management accounts reports.
- 4.19 Any potential overspend against the budget must in the first instance be discussed with and approved by the relevant person, in line with the Scheme of Delegation.
- 4.20 The monitoring process should be effective and timely in highlighting variances in the budget so that differences can be investigated and action taken where appropriate.

## **5. Payroll**

- 5.1 Trusts must ensure:

- a) segregation of duties
- b) documented authorisation procedures
- c) clear audit trails
- d) regular internal scrutiny of payroll records (mandatory).

These reflect HM Treasury's *Managing Public Money* principles and DfE's required financial control standards

- 5.2 The main elements of the payroll system are:

- a) staff appointments and resignations, contract variations, overtime and unpaid leave;
- b) payroll and pension administration, and
- c) payments.

## **Staff Appointments**

- 5.3 The Board of Directors has approved a personnel establishment for The Trust. The CEO has authority to appoint staff within the authorised establishment except for Executive Principals, Principals, Vice Principals, Heads of School and the CFO whose appointments must follow consultation with the Directors.

## **Personnel Records**

- 5.4 The Finance Leads, supported by the central team maintain personnel files (paper and electronic) for all members of staff which include contracts of employment. Trust employed members of staff are held centrally.
- 5.5 Maintained personnel files must include, but are not restricted to:
- a) contracts
  - b) ID documentation
  - c) right-to-work documentation
  - d) qualifications, if applicable
  - e) DBS checks
  - f) payroll change forms, if applicable.
- 5.6 Records and documentation retention must comply with the Trust Retention Policy.

## **Payroll and Pension Administration**

- 5.7 The Trust payroll and pensions are administered on behalf of the Trust by Dataplan Payroll, via the Trust HR system; Every HR, then reviewed and approved by the CFO.
- 5.8 All staff are paid monthly on the last working day of each month, via BACS.
- 5.9 The payroll provider automatically calculates the deductions due from payroll to comply with current legislation. The major deductions are for tax, National Insurance contributions and pensions. The amounts payable are detailed on the monthly payroll spreadsheets and payments for these amounts will be paid by the payroll provider on the due dates.
- 5.10 All payroll related changes (starters, leavers, hours, salary adjustments, responsibilities, allowances, etc.) must be:
- a) authorised by a senior leader (school leader, CEO, Pay & Remuneration Committee)
  - b) documented in writing
  - c) communicated to the payroll provider
- 5.11 Statutory payments are to be made timely in line with the applicable deadlines, these are namely:
- a) HMRC
  - b) Teachers Pensions
  - c) Avon Pension Fund
  - d) Student Loans, Court Orders, AEO's, etc.
- 5.12 The CFO is responsible for the final sign off of the payroll.
- 5.13 The central finance team is responsible for posting monthly payroll journals and reconciling back to the staffing budget.

## 6. Purchasing

- 6.1 The Trust wants to achieve the best value for money from all its purchases. This means to achieve what they need in the correct quality, quantity and time at the best price possible. A large proportion of purchases will be paid for with public funds and integrity needs to be maintained by following the general principles of:
- a) Probity - it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of The Trust;
  - b) Accountability - the Trust is publicly accountable for its expenditure and the conduct of its affairs;
  - c) Fairness - that all those dealt with by the Trust are dealt with on a fair and equitable basis.

### Routine Purchasing

- 6.2 Budget holders will be informed of the budget available to them at the beginning of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. A print detailing actual expenditure against budget will be supplied to each budget holder on request or can be viewed on IRIS Financial Planner. Budget holders are required to check their budgets on a regular basis to ensure that spending is kept within the budget limits.

### Procedures for all staff (budget holders) placing orders

- 6.3 A Trust purchase order must be completed for all expenditure; this includes all capital expenditure items, including proposed expenditure via inspection copies and internet purchases. Written quotes and tenders should be obtained where necessary in line with the Financial Scheme of Delegation (Appendix A i). Where quotes cannot be obtained in line with the Scheme of Delegation, a Procurement Exception Form should be completed. The purchase order must be completed by the budget holder ordering the goods/services and approved on the main accounting system, in line with the scheme of delegation. For charge card purchases, approval must be sought in advance of purchase, an approval email from the budget holder will suffice. See further guidance in Appendix D.
- 6.4 Budget holders are responsible for ensuring best value for money on all purchases and should investigate current prices and alternative suppliers when making purchases. Budget Holders should not place orders if the department account does not have enough funds to cover the cost of the order.
- 6.5 Once an authorised order has been received, a member of the Finance Team (either central or local, as necessary) will enter the transaction onto the main accounting system to produce a Trust official purchase order for online approval, in line with the Financial Scheme of Delegation (also summarized below), ready to then be sent to the supplier.
- 6.6 The following information should be included on The Trust official order form:
- a) **Supplier/Contractor** - Full name and address of supplier, including postcode.
  - b) **Date Issued** - The date of the order.
  - c) **Name of Person ordering the goods** - Budget Holder's Name.
  - d) **Trust/school Details** - Trust/school Name, registered address, delivery address, company number, post code, telephone number.

- 6.7 It should also include a description of the goods/services sufficient to identify all goods including quantity of goods, unit price and total value excluding VAT, post and packaging and any delivery instructions.
- 6.9 If a written quote has been received, it should be attached to the original order form. All quotations obtained should be in line with the authorisation limits in the Scheme of Delegation and be attached to the order. For orders tendered the CFO will keep copies of the quotes and the associated tender award paperwork.
- 6.10 Goods must be delivered to a Trust school or the Trust address only.
- 6.11 All official orders are authorised by the Finance Lead, Executive Principals, Principal or Head of School of the individual school within their delegated limits as listed below. Orders above these limits should be passed to the CFO or the CEO as appropriate.
- a) Executive Principal/Principal/Head of School up to £1,500
  - b) CFO £1,501 - 20,000
  - c) CEO £20,001 - 50,000
  - d) Board of Directors above £50,000.
- 6.12 A copy of the purchase order should be sent to the supplier (by post, fax or e-mail) and a copy (together with any supporting paperwork e.g. suppliers order form) is retained by the Finance Lead and filed in orders awaiting delivery until all items are received. Orders are filed in alphabetical order where paper copies are used, otherwise electronic purchase orders will be stored in the accounting system.
- 6.13 The purchase order log is reviewed monthly and any orders not received will be investigated.

### **Receipt of Goods**

- 6.14 On delivery, the goods are checked, and the Goods Received Note (GRN) is dated and signed by the receiver. The parcel will either be taken to the relevant member of staff, or they will be notified of its arrival by phone or email.
- 6.15 The CFO will record all appropriate purchases over £5,000 on the Trust's fixed asset register. These goods and ICT equipment (even if under £5,000) should also be recorded by the Finance Lead at each school on their inventory and the asset should be marked before being delivered to the ordering department.
- 6.16 Any discrepancies in description, quantity, size or price should be notified to the Finance Lead or central finance team within 3 days so the query can be resolved with the supplier.
- 6.17 Copies of the signed GRN confirming that all items on GRN have been checked and received is returned to the Finance Lead or central finance team.
- 6.18 On receipt of signed GRN the Finance Lead or central finance team will match it with the order and await the invoice for processing and payment. Once received, all invoices must be processed into the accounting system.
- 6.19 It is important to check the delivery and packaging as the invoice is often included or attached. If the invoice is received with the goods, the member of staff who received the good must pass it to the Finance Lead or central finance team for processing and payment. See section of payment of accounts.

## Receipt of Services

6.20 Services to the Trust include, but are not limited to:

- |    |                               |   |                                 |
|----|-------------------------------|---|---------------------------------|
| a) | Utilities                     | £ | electricity, gas, water         |
| b) | Emergency Repairs             | € | vandalism repairs               |
| c) | Lease/Hire of equipment       | € | photocopiers, minibus           |
| d) | Services agreements           | € | maintenance contracts           |
| e) | Supply Teachers               | - | agency staff                    |
| f) | Individuals providing service | € | one-off training, consultancies |

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- 6.21 The School Finance Lead or central finance team is responsible for invoices for the above services and for authorising for payment.
- 6.22 Details of consumption for utilities are logged on the school's tracker and are compared against the consumption record for past periods to check consumption is in line with normal trends. If consumption is estimated, the estimate should be checked against the monthly readings taken.
- 6.23 Emergency repair invoices are checked by the Finance Lead or central finance team and signed when work has been completed to a satisfactory standard.
- 6.24 Supply Teacher invoices are checked by the Finance Lead or the school office against records, time sheet and order.

### **Payment of Accounts**

- 6.25 The CEO, the Executive Principals/Principals/Head of Schools, the CFO, and the Finance Leads are Authorised Officers and are responsible for the examination, verification and certification of related invoices and requests for payment.
- 6.26 All payments of accounts must be made against a related invoice. Where appropriate this should be a full tax invoice, which quotes/references the school order number. Accounts will not be paid against a statement.
- 6.27 Most payments will be made by BACS; fortnightly BACS payments will be made for all authorised invoices that are due.
- 6.28 The Trust has a policy of not signing blank cheques under any circumstances.

### **Invoices**

- 6.29 Invoices received at the school or Trust, either accompanying an order or by email or post separately, should be passed directly to the Finance Lead or central finance team.
- 6.30 No invoice should be retained by staff prior to logging with the Finance Lead or central finance team.
- 6.31 The invoice is checked by the Finance Lead or central finance team against the purchase order and GRN. If the invoice agrees to the approved PO and GRN, within the £10 tolerance on the main accounting system, it is processed automatically. If the invoice is more than £10 higher than the approved PO and GRN, the invoice will be required to be approved by the budget holder in the main accounting system, in line with the Financial Scheme of Delegation thresholds.

### **Processing Invoices**

- 6.32 Details of the invoice are entered onto the accounting system and the invoice and all supporting paperwork is scanned and attached. The invoice will now await to be included in the fortnightly BACS payment runs.
- 6.33 BACS payment runs are set up on a fortnightly basis for each individual school by the Finance Lead or central finance team and by the Finance Manager for the central. All invoices are checked and approved for payment by the CFO. BACS payments require two authorised signatories in line with the Bank Mandatory and the Trust's Scheme of Delegation.

### **Orders over £500 but less than £1,500**

- 6.34 One quote should be obtained where reasonably possible for all orders over £500 but under £1,500, and do not consist of any items over £500, to ensure that best value is achieved. Copies of any quotations obtained should be scanned into the accounting system with the invoice for audit purposes. Telephone quotes and internet price searches are acceptable if these are evidenced to form part of the quotations to be reviewed before a purchase decision is made.

### **Orders over £1,500 but less than £10,000 (also includes orders under £1,500 that have an individual item over £500 within it)**

- 6.35 Three quotes should be obtained where reasonably possible for all orders over £1,500 but under £10,000 (or an order under £1,500 that has an individual item over £500 within it) to ensure that best value is achieved. Copies of any quotations obtained should be scanned into the accounting system with the invoice for audit purposes. Telephone quotes and internet price searches are acceptable if these are evidenced to form part of the quotations to be reviewed before a purchase decision is made.

### **Orders over £10,000 but less than £50,000**

- 6.36 At least three written quotations must be obtained for all orders between £10,000 and £50,000 to identify the best source of the goods or services. Written details of quotations obtained should be scanned into the finance system with the invoice for audit purposes. Telephone quotes and internet price searches are acceptable if these are evidenced to form part of the quotations to be reviewed before a purchase decision is made.

### **Orders over £50,000**

- 6.37 All goods and services ordered with a value over £50,000 or for a series of contracts which in total exceed £50,000 must be subject to formal tendering procedures. The budget holder must discuss and agree with the CFO how best to advertise for suppliers.

### **Tendering**

- 6.38 The Trust will follow the Public Contracts Regulations 2015 when purchasing goods or services above the public sector procurement thresholds including The Public Procurement Act 2023. When undertaking any form of tender, public procurement professional advice may be required. Consideration will be given to the thresholds and complexities of the goods being purchased and guidance sought from the Government website:

[Buying for schools - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/buying-for-schools)

<https://www.legislation.gov.uk/ukpga/2023/54/contents>

[Buying things that are over the procurement threshold - Buying procedures and procurement law for schools - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/buying-things-that-are-over-the-procurement-threshold)

- 6.39 The Trust will produce tender documentation that will be published in line with the current public sector tendering rules that will specify the goods or services required, stipulate how responses will be accepted, give details about the deadlines for returns and how contracts will be awarded.

When tendering outside of a framework the Trust will:

- a) assess the market
- b) prepare the contract and tender documents
- c) advertise in the right places and/or advertise a contract notice using the UK e- notification service
- d) consider using an expression of interest to cut the number of bids needed to assess later
- e) consider whether to use the restricted procedure to reduce the number of bids to assess later
- f) send an invitation to tender to people who reply to the advert
- g) consider making the invitation to tender and all other documents available electronically from the time that the contract notice is published
- h) fairly assess all the bids you get, using the same process
- i) choose the bid/supplier that offers best value for money
- j) award the contract to the highest scoring bidder

### **Use of Buying Frameworks**

6.40 Where goods or services to be purchased are *above* the public sector procurement thresholds it may be prudent to use a buying framework. Under a buying framework a formal *over* threshold tender has already been conducted and all approved suppliers have been *vetted*. In using the buying frameworks it is important to follow the guidelines for each framework which may entail undertaking a mini competition tender. In some cases, such as in purchasing ICT equipment preferential prices can be obtained for goods valued under the public sector procurement thresholds; Church Marketplace, DfE, SRM.

## **7. Income**

7.1 The main sources of income for the Trust are the grants from the DfE. The receipt of these sums is monitored directly by the CFO, who is responsible for ensuring that all grants due to the Trust are collected.

7.2 The Trust also obtains income, including but not restricted to:

- a) local clubs and hirers, mainly for sports lettings;
- b) insurance claims;
- c) course fees;
- d) sales of books, materials and photocopying;
- e) sale of equipment and fixed assets;
- f) reimbursement for staff;
- g) donations;
- h) students for trips and visits;
- i) charity collecting - e.g. non uniform day;
- j) sale of school uniform, book bags etc.
- k) out of school clubs
- l) preschool.

### **Sales Invoices**

7.3 Sales invoices are raised directly on the accounting system by the Finance Lead or central finance team at each school and by the Finance Manager or CFO for central.

## **Recording of non-invoiced Income**

- 7.4 Monetary donations received by the Trust or schools are logged and monitored within the accounting system. For donations received with restrictions attached, they must be separately recorded and monitored against expenditure to ensure restrictions are met. For donations received with no restrictions attached, it is at the school's discretion how this money is best spent. If the value is over £500, please discuss planned spend with the central finance team. For any donation over £500 a receipt must be prepared and sent back to the donor with a letter of thanks.
- 7.5 Equipment donations valued over £5,000 - received by the Trust are entered into the fixed assets register at market value and details added to the annual donation list as above.
- 7.6 Funds received from the sale of books and resources are paid into the relevant curriculum budget.
- 7.7 Other income - other income received by The Trust will be recorded on the main accounting system.

## **Trips**

- 7.8 Curriculum staff identify educational visits and prepare an Educational Visits Approval Form, which includes a budget for each visit. All education trips must be approved by the School Leadership Team in advance of any booking.

## **Custody**

- 7.9 All cash and cheques must be kept in the school office safe prior to banking. Banking should take place every fortnight or more frequently if the sums collected exceed the £5,000. All cash must be locked in a safe overnight.
- 7.10 All money collected must be banked in its entirety in the Trust bank account. Finance Leads are responsible for preparing reconciliations between the sums collected and the sums deposited at the bank, the CFO will then post the sums to the accounting system. For cash deposits of over £2,000 two members of staff must travel to the bank.
- 7.11 Monies collected from charity fundraising should be recorded and banked as with other money but will be recorded in a fundraising control account within the accounting system to ensure it is paid onto the charity in its entirety.

# **8. Cash Management**

## **Bank Accounts**

- 8.1 The opening of all accounts must be authorised by the FAR Committee. The operation of systems such as Bankers Automatic Clearing System (BACS) and other means of electronic transfer of funds must also be subject to the same level of control. The Scheme of Delegation details levels of authorisation.

## **Deposits**

- 8.2 Particulars of any deposit into the main bank account can be obtained from the main accounting system. For payments into other bank accounts the particulars must be entered on a copy paying-in slip, counterfoil or listed in a supporting book and recorded in SCO. The details should include:

- a) the amount of the deposit, and
- b) a reference, such as the number of the receipt or the name of the debtor.

### **Payments and withdrawals**

- 8.3 All cheques and other instruments authorising withdrawal from Trust bank accounts must bear the signatures of two of the following authorised signatories:
- a) CEO, CFO plus one other authorised bank signatory. Details of all bank signatories are kept in the banking correspondence file held by the CFO.
- 8.4 Payment by BACS will require two approvers who will usually be the CFO and CEO.
- 8.5 This provision applies to all accounts, public or private, operated by or on behalf of the Trust.

### **Administration**

- 8.6 The CFO must ensure bank statements are received regularly and that reconciliations are performed at least monthly. Reconciliation procedures must ensure that:
- a) all bank accounts are reconciled to the Trust's cash book;
  - b) reconciliations for the main Trust bank account are prepared by the Finance Manager and approved by the CFO;
  - c) reconciliations for the Trust savings/investments account are prepared by the Finance Manager and approved by the CFO;
  - d) reconciliations for the school fund bank accounts held by other schools in the Trust are prepared by the Finance Manager and approved by the CFO;
  - e) once per term, the Chair of the FAR Committee will check the bank statement balance against that shown in the management accounts.

### **Petty Cash Accounts**

- 8.7 As a rule schools do not hold petty cash. In some instances, small floats will be held in order to facilitate the sale of goods to students (e.g. books bags, ties etc.). Reimbursement for miscellaneous purchases by members of staff will be made via BACS fortnightly, after completing and submitting an expense claim form, not from cash floats held, see the Staff Expenses Policy (Appendix H). Any cash held in the schools is administered by the Finance Lead.
- 8.8 Where the circumstances of the school mean they need to hold petty cash, any cash expenditure should be approved by the budget holder in advance of the purchase. A petty cash form should be completed and approved, with receipts attached. All petty cash income and expenditure should be recorded on the petty cash tracker and reconciled monthly by the Finance Lead and approved by the CFO. The balance held should be £100 or lower.

### **Physical Security**

- 8.9 Any cash held in the schools should be kept in a locking cash box in the main school safe.

### **Cash Flow Forecasts**

- 8.10 The CFO, supported by the Finance Manager is responsible for preparing cash flow forecasts, on a monthly basis, to ensure that The Trust has sufficient funds available to pay

for day-to-day operations. If significant balances can be foreseen, steps should be taken to invest the extra funds.

### **Investments**

- 8.11 Investments must be made only in accordance with written procedures approved by the Board of Directors and in conjunction with the Investment Policy (Appendix B i) and in line with the Trust Ethical Investments Framework (Appendix B ii).

## **9. Fixed Assets**

### **Fixed Assets Register**

- 9.1 All items purchased with a value over the Trust's capitalisation limit (currently £5,000) must be entered in the fixed asset register. The fixed asset register should include the following information:

- a) asset description;
- b) date of acquisition;
- c) asset cost;
- d) source of funding;
- e) expected useful economic life;
- f) depreciation;
- g) current book value;
- h) location.

- 9.2 The Fixed Asset Register helps:

- a) ensure that staff take responsibility for the safe custody of assets;
- b) enable independent checks on the safe custody of assets, as a deterrent against theft or misuse;
  - i) to manage the effective utilisation of assets and to plan for their replacement;
  - ii) help the external auditors to draw conclusions on the annual accounts and the Trust's financial system and
  - iii) support insurance claims in the event of fire, theft, vandalism or other disasters.

### **Security of assets**

- 9.3 Stores and equipment must be secured by means of physical and other security devices. Only authorised staff may access the stores.
- 9.4 All the items in the register should be permanently and visibly marked as the Trust/school's property and there should be a regular (at least annual) count by someone other than the person maintaining the register. Discrepancies between the physical count and the amount recorded in the register should be investigated promptly and, where significant, reported to the Board of Directors. Inventories of Trust/school property should be kept up to date and reviewed regularly. Where items are used by the Trust/school but do not belong to it, this should be noted.

### **Disposals**

- 9.5 Items which are to be disposed of by sale or destruction must be authorised for disposal by the CEO up to £1,000 and by the FAR Committee above £1,000 and, where significant, should be sold following competitive tender. The Trust must seek the approval of the DfE

in writing if it proposes to dispose of an asset for which capital grant in excess of £20,000 was paid.

- 9.6 Disposal of equipment should evidence that the Trust obtained value for money in any sale or scrapping of equipment. In addition, there are complications with the disposal of computer equipment, as the Trust would need to ensure licences for software programmes have been legally transferred to a new owner. All data will be removed from ICT equipment before disposal.
- 9.7 The Trust is expected to reinvest the proceeds from all asset sales for which capital grant was paid in other Trust assets. If the sale proceeds are not reinvested, then the Trust must repay to the DfE a proportion of the sale proceeds.
- 9.8 All disposals and leasing of land must be agreed in advance with the Secretary of State.

#### **Loan of Assets**

- 9.9 Items of Trust/school property must not be removed from premises without the authority of the Executive Principal/Principal/Head of School/CEO. A record of the loan must be recorded in a loan book and booked back in Trust/school when it is returned.
- 9.10 If assets are on loan for extended periods or to a single member of staff on a regular basis the situation may give rise to a 'benefit-in-kind' for taxation purposes. Loans should therefore be kept under review and any potential benefits discussed with the Trust's auditors.

# Appendix A i


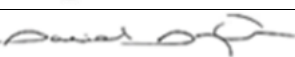
## Financial Scheme of Delegation

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

#### Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors
2	October 2024	Kim Bowgin	Amendment – Budget Virements

			thresholds updated to align with Purchase Order approval thresholds
3	February 2026	Kim Bowgin	No amendments required

*Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

***"Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential."***

At the Newman Catholic Trust, we stand united in our unwavering mission to nurture a transformative educational experience, where every child is seen, valued, and cherished as a unique gift from God. Rooted in faith, we ignite a love for learning that awakens curiosity, sparks imagination, and fuels a lifelong journey of discovery.

Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced, and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually, and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience, and nurturing the whole person.

Our vision is simple yet profound: To be a beacon of **Hope** and **Excellence**, where pupils are not only academically accomplished but spiritually enriched and personally inspired to make a difference in the world.

In all that we do, we seek to embody our Trust's **HEART Values**, which define who we are and guide how we serve:

- **Hope** – Believing in the boundless potential of every child, and striving to build a future filled with possibility, courage and faith.
- **Excellence** – Pursuing the highest standards in learning, leadership and love, so that every action reflects our calling to greatness.
- **Authenticity** – Living truthfully and faithfully, ensuring our words, actions and decisions are grounded in integrity and the Gospel.
- **Responsibility** – Caring for one another and for creation with compassion, stewardship and a deep sense of duty to the common good.
- **Truth** – Seeking wisdom and understanding through Christ, who is the Way, the Truth and the Life.

Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

## 1. Purpose

- 1.1. The purpose of this document is to detail the financial powers of delegation for the Trust.

## 2. Roles and Responsibilities

Delegated Duty	Value	Delegated Authority	Method/ Additional Notes
Ordering Goods and Services	Up to £500 – for an individual item only	School Executive Principal/ Principal/Head of School	Use of preferred suppliers recommended and evidence of value for money
	Up to £1,500 – with no individual items over £500	School Executive Principal/ Principal/Head of School	Use of preferred suppliers recommended and evidence of value for money
	£501 to £1,500 – for an individual item only	School Executive Principal/ Principal/Head of School	Minimum of two estimates, internet quotes or price lists
	£1,501 to £5,000	School Executive Principal/ Principal/Head of School plus Chief Financial Officer	Minimum of two estimates, internet quotes or price lists and reported to Local Governing Committee (where is not recurring expenditure)
	£5,001 to £20,000	School Executive Principal/ Principal/Head of School plus Chief Financial Officer	Minimum of three written quotations or use of compliant framework agreement and reported to Local Governing Committee (where is not recurring expenditure)

	£20,001 to £50,000	As above plus Chief Executive Officer	Minimum of three written quotations or use of compliant framework agreement and reported to Finance, Audit and Resources Committee
	£50,001 to £100,000	As above plus the Finance, Audit and Risk Committee	Formal tendering including use of compliant frameworks and reported to the Board of Trustees
	Over £100,000	As above plus Board of Trustees	Formal tendering including use of compliant frameworks
Signatories for cheques, BACS payment authorisation and other bank transfers	Any	Either two signatories from: CEO, CFO	
		Or one signatory from: CEO, CFO And one signatory from Executive Principal	
Signatories for DfE grant claims and DfE returns	Any	One signatory: Chief Executive Officer or Chief Financial Officer	
Virement of budget provision between budget headings	Any – with no impact on the overall budget	Central Finance Team	Report any and all budget heading reclassifications to the Central Finance Team, for inclusion in the Budget Monitoring Reports
Virement of budget	Up to £1,500	Executive Principal/Principal/ Head of School	Report to the Central Finance Team for inclusion in the Budget Monitoring Reports, once approved
	Between £1,501 & £20,000	Chief Financial Officer	Chief Financial Officer to report to the Chief Executive Officer, once approved
	Between £20,001 & £50,000	Chief Executive Officer	To be reported to the Finance, Audit and Risk Committee at the next meeting
	Between £50,001 and £100,000	Finance, Audit and Risk Committee	To be reported to the Board of Directors next meeting
	Over £100,000	Board of Directors	
Disposal of Assets	Up to £1,000	Chief Executive Officer	

	Over £1,000	Finance, Audit and Resources Committee	
	Over £20,000	Finance, Audit and Resources Committee	Report to DfE
Write off Bad Debts	A single amount or cumulative amount up to £1,000	Chief Financial Officer	
	A single amount or cumulative amount £1,001 to £5,000	Chief Executive Officer	
	A single amount or cumulative amount over £5,000 but under £45,000	Board of Directors	
	£45,000 and over	Prior written approval from DfE	
Authorisation of Credit Notes	Up to £1,000	Finance Lead	
	Over £1,000	Chief Financial Officer	
Purchase or sale of any freehold property	Any	DfE approval required	
Granting or take up of any leasehold or tenancy agreement exceeding three years	Any	DfE approval required	
Payroll	Monthly Salaries	Approved by school Finance Lead and Executive Principal /Principal/Head of School	
Overtime	All School Staff	Executive Principal /Principal/Head of School	
Staff Expenses	School staff mileage or other expenses claims	Executive Principal/ Principal/Head of School	
	Mileage or other expenses claims for CEO, Executive Principal /Principals/Heads of School, central team employees, Governors and Directors	Chief Financial Officer	Chair of Board delegated authority for existing Chief Financial Officer to approve Chief Executive Officer expenses.
	Mileage or other expenses claims for CFO	Chief Executive Officer	

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# **Appendix B**

## **Investment Policy**

See separate Policy

# **Appendix C**


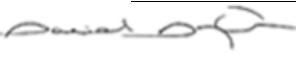
## **Purchasing Policy**

### **2025-26**

**Review**

<b>Review Cycle</b>	<b>Date of Policy</b>	<b>Reviewed by</b>	<b>Review Date</b>
Annual	2025-26	FBM	February 2027

## Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

## Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors.
2	April 2024	Kim Bowgin	Updated for the addition of new supplier financial vetting procedures.
3	February 2026	Kim Bowgin	Amendment – remove Gifts and Hospitality section details and refer to the separate Trust policy.

### *Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

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## 1. Purpose

- 1.1. The purpose of this policy to ensure that the Trust obtains the best value for money taking into account quality, service, operational needs, delivery, timeliness, and supplier performance. In more specific detail this means:
  - a) that goods/services are of the right specification and of a standard which will ensure adequate quality and fitness for the intended purpose; and
  - b) that goods/services purchased satisfy operational requirements and that the techniques employed in all stages of the purchasing process are aimed at maximising value for money obtained.

## **2. Authority to Purchase**

- 2.1. Authority to purchase is delegated to the budget holders in line with the Scheme of Delegation – Appendix A of the Financial Regulations Manual. Each academic year the Finance Leads for each school will obtain a new list of specimen signatures for all budget holders in their schools and will retain this information in their Finance Department and send a copy to the Central Finance Team who will file centrally.

## **3. Purchasing Procedure**

- 3.1. All purchasing activity is subject to compliance with the Trust's Financial Regulations Manual and Scheme of Delegation with regard to levels of expenditure and the procedures to be followed.
- 3.2. Where applicable, purchases should be sourced through existing/known suppliers especially where discounts have been negotiated on behalf of the Trust.
  - a) Should the value of the intended purchase exceed £50,000 the order must be tendered as per the Financial Regulations Manual. Use of buying frameworks is recommended and the CFO must be consulted to support financial planning, before the tendering process begins.
  - b) Details of purchasing thresholds can be found in the Scheme of Delegation. Where quotes cannot be obtained in line with the Scheme of Delegation, a Procurement Exception Form should be completed.
  - c) All relevant legislation and Health and Safety requirements must be satisfied in full, prior to the purchase of goods/services. This includes relevant insurance/warranty where applicable.

## **4. Purchasing at School Level**

- 4.1. It is the responsibility of the school budget holders to manage their budget and to ensure that the funds available are not overspent.
- 4.2. The school budget holders must ensure that the purchase of any item is essential to the operations of the Trust.
- 4.3. The budget holder must ensure that they follow the purchasing procedure as detailed in the Financial Regulations Manual under section 6. "Purchasing" and to ensure that value for money is secured.
- 4.4. All purchases must be authorised by the relevant budget holder prior to the order being placed. This includes any items purchased from which reimbursement from the school/Trust will be requested or to be paid via a charge card (see separate appendices F, G & H for further details).

- 4.5. Members of staff should not purchase items from their own money and request reimbursement at a later stage. They should purchase goods through the normal purchasing procedures in each school through the finance team (see appendix H – Staff Expenses).
- 4.6. Alcohol for consumption in any form (e.g. liqueur chocolates) must not be purchased using school or Trust funds.

## **5. Supplier Assessment**

- 5.1. The Trust has an existing list of preferred suppliers which should be used where possible to do so. Where it is appropriate to do so, the Trust also advocates using Church Market Place or DfE's Buying For Schools when identifying potential suppliers
- 5.2. If a new supplier is being considered, the financial vetting procedures should be followed:
  - a) The new supplier form should be sent out to all potential suppliers, and not accepted until fully completed (sections 1-4)
  - b) The finance lead should then work through section 5 setting up the new supplier, including an independent call back to verify the bank details provided by the supplier on letterhead, using a google searched or known contact's number
  - c) The new supplier form should then be sent to the CFO for approval
  - d) Approval of the new supplier form includes:
    - correct set up and details entered onto Iris Financials
    - check bank account name matches the company name
    - checking for conflicts of interest
    - review of the supplier's website
    - review of the supplier's Companies House and/or Charity Commission details
  
    - review of the supplier's Companies House accounts, if available, to gain financial assurance
    - VAT records check
    - any risk of IR35 issues
  - e) If any of the above raise risk, then further investigation is to be undertaken.
- 5.3. Once supplier is fully vetted the New Supplier Form should be signed off as approved and then attached to the supplier record in Iris Financials, along with the letterheaded

bank details.

5.4. Suppliers that are used to perform a service or any maintenance work on any school equipment should provide the following details prior to commencing work:

- a copy of their current public liability insurance;
- a copy of their safety policy;
- a safe practice of work document and/or risk assessment of work to be undertaken;
- evidence of professional competence such as qualifications and/ or membership to a relevant trade or professional organisation; and
- confirmation that staff regularly visiting the schools have undergone a recent DBS check and safeguarding training.

## **6. Purchasing Ethics**

6.1. A large proportion of purchases will be paid for with public funds and budget holders need to maintain the integrity of these funds by following the general principles of:

- Probity - it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the Trust;
- Accountability - the Trust is publicly accountable for its expenditure and the conduct of its affairs; and
- Fairness - that all those dealt with by the Trust are dealt with on a fair and equitable basis.

6.2. Everyone involved in purchasing activities should observe the following:

### **a) Declaration of interest**

All members of staff are required to complete a "pecuniary interest declaration" form annually to declare any interest they have which may conflict with their position in the Trust particularly in relation to purchasing and authorisation of purchasing.

### **b) Confidentiality of Information**

The confidentiality of information received in the course of their duty should be respected and specific details of suppliers' offers must not be divulged to competitors. The information should never be used for personal gain.

### **c) Relationships with Suppliers**

Any arrangement which may prevent the effective operation of fair competition should be avoided.

### **d) Gifts and Hospitality**

All gifts or hospitality must follow the written procedures in the separate Gifts and

Hospitality Policy.

## 7. Monitoring & Review

- 7.1. The Trust will review this policy every year and assess its implementation and effectiveness.
- 7.2. Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:
- Scrutiny of all reporting information requested and received
  - Identification of any associated risks, trends, underlying or contributory factors
  - Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
  - Making decisions in respect of any proactive and/or mitigating action to be taken
  - Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

# Appendix D


## Charge Card Policy


### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026

CEO	Dr Daniel Doyle		February 2026
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## Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors
2	February 2025	Kim Bowgin	Amendment – inclusion of 'other local school roles' to cover new wraparound care charge cards issued
3	February 2026	Kim Bowgin	Amendment – update of the wording for the Purpose Amendment – inclusion of a new Charge Card Procedure section

### *Commitment to Equality:*

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Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

## **1. Purpose**

- 1.1. This charge card policy ensures:
  - Strong financial governance and internal controls.
  - Staff can make purchases where suppliers won't invoice or won't accept bank transfers.
  - Expenditure is for legitimate business purposes only, with clear rules to prevent misuse.
- 1.2. Charge cards are not credit cards (for academy trusts, borrowing is generally prohibited). Balances must be paid in full each month.

## **2. Roles and Responsibilities**

- 2.1. It is the responsibility of the CFO to ensure that the issuing of credit cards is correctly authorised, that the card limits and transaction line limits are appropriate, and that the employee understands the conditions of use.
- 2.2. They must also ensure that appropriate efficient processes are in place to reduce the risk of errors and fraudulent transactions. This responsibility will be accomplished by implementing and following formal agreed processes which encompass the key controls and responsibilities detailed below.

### **3. Issuing a new card**

- 3.1. The request for a new card must be approved by:
  - for Finance Leads – CFO
  - for Executive Principals/Principals/Heads of School – CFO
  - for other local school roles (e.g. wraparound) - CFO
  - for central team staff - CFO
  - for the CFO – CEO
  - for the CEO - CFO
- 3.2. The CFO shall assign the appropriate monthly balance and individual transaction limit.
- 3.3. The card holder must annually sign and return a Charge Card Conditions Letter, explaining the conditions of use, including:
  - card and transaction limit;
  - appropriate use and safeguarding;
  - requirement of monthly claim completion with appropriate back up and authorisation (also section Charge Card Procedure below).

### **4. Charge Card Administration**

- 4.1. The CFO must maintain a charge card list with monthly balance and transaction limits.
- 4.2. Changes to limits must be approved by the above listed approvers and the CFO/CEO.
- 4.3. Charge card limits and the charge card facility should be reviewed at regular intervals (at least annually) to ensure that the limits on the issued cards are still appropriate, and that the facility is sufficient.
- 4.4. Where online charge card administration is available, there must be segregation of duties between changing limits or issuing new cards and approval of the change.
- 4.5. Usage of charge cards should be reviewed by the CFO, supported by the Finance Manager, as part of the expenses authorisation process to ensure that the cards are being used appropriately and that key control processes such as purchase orders and supplier review are not being side stepped.
- 4.6. The CFO should ensure the return of charge cards and the timely cancellation of charge cards for leavers.

### **5. Charge Card Procedure**

- 5.1. Cardholders are responsible for day-to-day administration, facilitating the completion and authorisation of paperwork, and maintaining the documentation relating to the charge card facility and individual cards. Any queries on the administration of charge cards should be directed to the CFO.
- 5.2. Cardholders must ensure all charge card expenditure is pre-approved by their appropriate line manager in advance of spend.

- 5.3. Upon receipt of the monthly charge card statement, all cardholders must complete a Charge Card Settlement Form and have it approved by their appropriate line manager.
- 5.4. Once approved the approved form and all backup documentation (e.g. invoices, receipts, orders and pre-approval evidence).
- 5.5. The monthly charge card journals will be processed into the accounting system by the central finance team.
- 5.6. Further details in relation to the Charge Card usage and record keeping can be found in the Charge Card Conditions Letter.

## **6. Monitoring & Review:**

- 6.1. The Trust will review this policy every year and assess its implementation and effectiveness.
- 6.2. Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:
  - Scrutiny of all reporting information requested and received
  - Identification of any associated risks, trends, underlying or contributory factors
  - Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
  - Making decisions in respect of any proactive and/or mitigating action to be taken
  - Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

# **Appendix E**

## **Charging and Remissions Policy**

**See separate Policy**

# Appendix F



## Lettings Policy

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

#### *Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded*

*into every aspect of school life and these. policies are reviewed regularly in this regard.*

### **Amendment History**

<b>Version</b>	<b>Amendment Date</b>	<b>Author</b>	<b>Amendment Summary</b>
<b>1</b>	October 2023	Kim Bowgin	New policy - approved by Board of Directors
<b>2</b>	October 2024	Kim Bowgin	Amendment - updated in line with national safeguarding changes Amendment – Letter of Assurance template wording added as a new sub appendix
<b>3</b>	February 2025	Kim Bowgin	Amendment – inclusion of new school contacts
<b>4</b>	February 2026	Kim Bowgin	Amendment – update school emails to new Trust email addresses

*Lettings and letting conditions may vary at a local level within each Trust school. Therefore, the Trust Board delegates authority to each school to adapt the policy according to its own needs and to manage the specific lettings on its local site. Any such local policies will be ratified by the Local Governing Committee.*

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## **1. Purpose**

- 1.1.** The Trust wishes to make available to the community the facilities of the schools within the Trust to ensure that the schools are part of the community in a practical as well as metaphorical sense. The Trust will consider all requests for letting the school facilities with power to give consent delegated to the **Executive Principal/Principal/Head of School**.
- 1.2.** School activities will have first call on the facilities, but every effort shall be made to allow community groups and individuals to use the facilities, for example unused rooms during the day, sports facilities in the evening.
- 1.3.** The hiring fees are set to cover the costs of caretaking, maintenance etc. Any profit, if there is some, will be used to improve the learning environment.
- 1.4.** School activities shall not have to pay for the hiring of facilities e.g. enrichment activities, school plays and concerts.

## **2. Roles and Responsibilities**

- 2.1.** The **Executive Principal/Principal/Head of School** may delegate the organisation of lettings to other staff in School or Trust e.g. another member of the school SLT, the school finance and administration team or the Trust Operations and Estates Manager (OEM).
- 2.2.** Records of hiring fees generated shall form part of the regular reports to the school leadership team and the Finance, Audit and Resources Committee. Any Health & Safety issues will be reported to the **Executive Principal/Principal/Head of School** and/or the OEM.
- 2.3.** The OEM or the school finance and administration team will ensure that all legal requirements are satisfied by any hiring group (e.g. registration, licences, insurance).
- 2.4.** Hiring fees, terms and conditions, rules and regulations and booking forms will be available through the school finance and administration team and central finance team (see related sub-appendices) and made available on the school website, where applicable. The hirer must comply with all conditions outlined in these documents.

## **3. Safeguarding for Hirers**

- 3.1.** As part of the Trust and school's commitment to safeguarding and promoting the welfare of children, we have implemented strict safeguarding requirements for all external hirers using our facilities. These measures align with the most up-to-date guidance issued in Keeping Children Safe in Education 2023 and Working Together to Safeguard Children 2015. The safeguarding responsibilities outlined below must be adhered to by all organisations working with children on school premises.

### **3.1.1. Enhanced DBS Checks**

Any hirer involved in activities that bring them into contact with children or young people is required to undergo an enhanced Disclosure and Barring Service (DBS) check. It is the hirer's responsibility, as advised by the SLT, to ensure full compliance with this requirement and with relevant local safeguarding protocols. All records of DBS checks must be maintained by the hirer and made available for inspection upon request. A letter of assurance and evidence of DBS checks may be requested upon agreement or a letting.

### **3.1.2. Safeguarding Policies and Procedures**

The hirer must have robust Safeguarding and Child Protection policies and procedures in place, which meet the expectations set out in the latest published *KCSiE*. These policies should designate a responsible individual for safeguarding concerns (the "Designated Safeguarding Lead") and must be capable of standing up to scrutiny by the school or relevant authorities. National organisations may use their own safeguarding policies, provided these meet the school's safeguarding standards.

### **3.1.3. Safeguarding Checklist and Letter of Undertaking**

Depending on the type of letting, the Trust/school may require hirers to complete a safeguarding checklist and provide a signed letter of undertaking, confirming their adherence to safeguarding best practices.

#### **3.1.4. Prevent Duty**

Hirers must ensure that the school premises are not used by individuals or groups with extreme ideologies or links to extremism. As part of our obligations under the Prevent Duty 2015, hirers are required to notify the school of any Prevent-related concerns and report such concerns through official reporting channels.

#### **3.1.5. Safeguarding Meeting**

An initial safeguarding briefing may be held with the hirer before the letting begins, to outline procedures for reporting child protection concerns, including contact details for the Local Authority Designated Officer (LADO) and local safeguarding contacts. The hirer must also familiarise themselves with how to raise concerns about adult suitability to work with children, including the criteria for reporting, such as:

- Behaving in a way that may have harmed a child
- Possibly committing a criminal offence against a child
- Behaving in a way that indicates they may pose a risk of harm to children

#### **3.1.6. Record Keeping and Reporting Safeguarding Concerns**

Hirers must keep detailed records of safeguarding training, DBS checks, and any incidents or concerns arising during the period of the letting. Any safeguarding concerns must be reported immediately to the school's Designated Safeguarding Lead (DSL) and the appropriate authorities in accordance with local safeguarding procedures.

#### **3.1.7. Insurance and First Aid Requirements**

Where applicable, hirers providing sporting or coaching activities must ensure that all relevant staff hold valid First Aid certificates or have an agreement in place to utilise school staff trained First Aiders (if school-based coaches). Additionally, hirers must have appropriate public liability insurance in place. A copy of the certificate must be provided to the school, and individual coaches should also have evidence of their own public liability cover where required.

#### **3.1.8. Legal Support and Compliance**

The hirer must comply with all relevant legal obligations relating to safeguarding, including those set out by the *Children and Young Persons Act 1933*. Should the hirer require further legal support, they are encouraged to contact legal services for assistance. The governing board or academy trust will monitor compliance with safeguarding requirements and reserves the right to terminate the letting agreement if the hirer fails to meet the stipulated safeguarding conditions.

#### **3.1.9. Termination of Agreement**

Trust/school reserves the right to immediately terminate any agreement if the hirer does not comply with safeguarding requirements or if safeguarding concerns arise during the course of the letting.

## **4. Monitoring & Review**

**4.1.** The Trust will review this policy every year and assess its implementation and effectiveness.

## **SUB-APPENDIX F i**

### **RULES AND REGULATIONS FOR ALL USERS**

- Hirers will be advised by the individual schools if facilities are not available due to a school activity.
- For the period of the hire at least one responsible adult must be present and be responsible for the state and security of the area hired for the duration of the letting.
- It is the responsibility of the hirer to ensure they have an up-to-date Safeguarding/Child Protection Policy that reflects current policy and practice.
- It is the responsibility of the hirer to ensure that all coaches/trainers of youth activities have a valid CRB disclosure and have undertaken child protection training.
- First Aid provision will be the responsibility of the hirer.
- The hirer is responsible for the behaviour of any attending supporters as well as participants.
- Requests for setting up and/or clearing of furniture may incur an additional charge.
- Rudeness, foul or abusive language will not be permitted at any time.
- Alcohol is not permitted on the site (this includes any building / pitch location).
- Hirers should apply to the school for a temporary event licence if they wish to serve alcohol at an event. The school reserves the right to refuse permission for a temporary event licence.
- All litter to be left in the bins provided.
- Smoking is not permitted on site or in any building or facility (including changing rooms, car parks and other outside spaces).
- All vehicles must park in the school car park (where applicable) in appointed spaces. Parking in disabled spaces is for disabled badges users only. Parking is at your own risk and the Trust accepts no responsibility for any damage to vehicles or property whilst you are using the facilities.
- Organisations/clubs are asked to inform Trust staff of any damage/repairs required across the site and must not use unsafe equipment/facilities under any circumstances.
- Compensation to the full repair amount must be made to the Trust for any damage caused during the hire.
- Consideration to be shown at all times to local residents by keeping the noise level down and leaving the premises quietly.
- Organisations/clubs must observe the booking times allocated to them according to the Booking Agreement and ensure their club members clear the car parks as soon as possible after their slot has ended or risk being locked in.
- All cycles must be kept in the bike racks provided and not left inside or outside the facilities.

**The following are not permitted within the school grounds, playing enclosure or facility:**

- Chewing gum
- Any pets or animals (excluding guide and/or service dogs)
- Glass containers or receptacles
- Skateboards / scooters
- Urinating in areas other than the toilet facilities
- Smoking and / or E-cigarettes

Facility	Specific Rules
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<b>School Fields and Playground</b>	<ul style="list-style-type: none"> <li>• Spectators must supervise all children at all times – compensation will be requested for any damage caused.</li> <li>• All litter must be removed when leaving the premises.</li> <li>• Organisations/clubs must not access the premises until their booking time begins.</li> <li>• No climbing on the fences.</li> <li>• No smoking or drinking of alcohol is allowed on the school premises.</li> <li>• No dogs (excluding guide and/or service dogs) are allowed on the school premises.</li> </ul>
<b>Changing Areas and Toilets</b>	<ul style="list-style-type: none"> <li>• Changing areas and toilets must be left in a tidy and acceptable condition – compensation will be requested for areas that are left dirty.</li> </ul>
	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Main Hall</b>	<ul style="list-style-type: none"> <li>• Equipment may only be moved and operated by Trust personnel.</li> <li>• Equipment must not be dragged over the surface.</li> <li>• Only safe and appropriate equipment can be used for the relevant activity.</li> <li>• Organisations/clubs must wait outside the hall until their booking time begins.</li> <li>• If moved, any furniture must be returned to its' original position.</li> <li>• No stiletto heeled shoes to be worn.</li> <li>• No food or drink to be taken out of the hall.</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• If moved, any furniture must be returned to its' original position.</li> <li>• No ball games.</li> </ul>

**SUB-APPENDIX F ii**

**TERMS AND CONDITIONS OF HIRE**

## **GENERAL**

1. These regulations apply for the letting of all premises and grounds for schools in the Trust.
2. In the case of the use of school premises required by an Act of Parliament, these regulations apply so far as they are not inconsistent with the provision of the Act concerned. This act covers the use of school premises for electoral purposes should local or national elections or referenda be called.
3. In these regulations Trust means: the Trust. School means: an individual school within the Trust.
4. Anybody wishing to hire the facilities must be 18 years or over.

## **PROCEDURE**

5. All applications must be on the form provided by the individual school and must be completed in full. Failure to do so may result in the application not being approved.
6. Applications will only be accepted for a maximum of one year between the first day of September and the last day of August of the following year.
7. The hirer must personally sign the application form or provide an electronic signature, where the application form is sent by e-mail, and may not assign or sub-let the premises or grounds hired.
8. All lettings must be approved by the individual school or their delegated authority. The hirer will receive confirmation in writing that their application has been accepted. This may be in the form of an e-mail.
9. The school may cancel any letting at any time; the fee will not be charged for that session(s) or an alternative date will be offered, except in the case of misconduct, in which case a fee will be charged.
10. No letting shall be considered approved or any charge confirmed until done so in writing on behalf of the school.
11. No person or persons shall use premises or grounds covered by these regulations without a current approved application form. Any person or persons who knowingly act in contravention of the regulation will be charged at the appropriate rate and refused permission to use any of the school facilities in the future.
12. The school reserves the right to impose special conditions in respect of letting, series of lettings or class of lettings in order to protect its employees or property.
13. The school may exercise this right or authorise any other person to do so. Special conditions will be notified to hirers and may include any requirements considered by or on behalf of the Trust to be desirable including (without prejudice to the generosity of the foregoing) requirements as to fire precautions; security of person or premises; the employment of security or other staff; the exclusion or admission of any person, persons or class or person or of any animal, animals or equipment; the giving of bonds or the effecting of insurance.

## **CHARGES**

14. All regular bookings will be invoiced at the end of each month for that month's hirer cost. Payment must be made in full within 30 days. For non-payment of invoices over 2 months old the school may cancel the letting(s). For late payment (beyond 30 days) an additional 5% of the value of the outstanding invoice may be charged. All single bookings will be invoiced in advance and must be paid in full prior to commencement of hire. We reserve the right to request payment in advance for any other bookings.
15. The Trust reserves the right to request a refundable deposit of £150.00 in addition to the cost of hire for single bookings or large events. This will be returned after the letting providing all is in order following the event.
16. Cheques should be made payable to the Trust.
17. Charges will be made at rates which will be determined from time to time by the Finance and Resources Committee and shall be liable to change without prior notification. In cases where the incorrect charge has been quoted, the school reserves the right to charge the correct rate.
18. The school requires 21 days' notice of cancellation of a regular session and will charge the hirer for the sessions during this period. Cancellations should be made in writing or by email to:  
[school@stb.newmancatholictrust.com](mailto:school@stb.newmancatholictrust.com)  
[school@stbo.newmancatholictrust.com](mailto:school@stbo.newmancatholictrust.com)  
[school@stf.newmancatholictrust.com](mailto:school@stf.newmancatholictrust.com)  
[school@stj.newmancatholictrust.com](mailto:school@stj.newmancatholictrust.com)  
[school@stnt.newmancatholictrust.com](mailto:school@stnt.newmancatholictrust.com)  
[school@stp.newmancatholictrust.com](mailto:school@stp.newmancatholictrust.com)  
[school@stt.newmancatholictrust.com](mailto:school@stt.newmancatholictrust.com)
19. A minimum of 24 hours' notice is required for cancellation of ad hoc or individual bookings otherwise the full amount of the hire is due.

## **CARE OF PREMISES**

20. The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
21. The hirer is responsible for supervision, safety, control, stewarding, admission and removal of those attending.
22. The hirer is required to pay the school the cost of making good any damage to property or equipment which may be the result of letting. The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. The hirer will be responsible for reimbursing the school for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
23. The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as public address systems to be installed by the hirer, except if agreed in advanced with the school.
24. The hirer will allow access at all times to school or Trust members of staff or their representatives.
25. No desks, fixed furniture or equipment that may be in the accommodation hired shall be used or interfered with, without the prior approval of the school. Standing on equipment, seats, furniture, and windowsills, etc. is not permitted.

## **EQUIPMENT AND ACCOMMODATION**

26. The school does not provide first-aid medical facilities for hirers nor does it guarantee access to the school telephone systems for calling assistance during lettings. Hirers should make their own arrangements in this respect.
27. Storage facilities for hirers cannot normally be provided, any items that are stored are done so at the hirers' risk.
28. Specialist rooms and equipment (including gymnastic equipment, public address systems, stage lighting and pianos) are not included in the letting arrangements, unless specifically requested in the application form and approved by the school. Such applicants must ensure that a suitably qualified person takes responsibility for proper use.
29. Where classrooms are used, any furniture that is moved during the period of the hire must be placed back in its original position at the end of the hire.
30. Chairs and tables installed in the premises may be used by special arrangement with the school, but the school does not undertake to provide suitable chairs or seats for use by the hirers. Any furniture provided by the hirer must be removed immediately after the end of the letting.
31. Posters/displays must not be stuck to the wall. Decorations of any kind shall not be permitted other than purely temporary arrangements which require no permanent fixing.
32. Chalk, resins or polishing materials may not be used on floors.
33. Public areas within the school i.e. main entrance, reception and corridors are not to be used for ad hoc activities.
34. Guest access for the wireless network can be made available
35. Refreshments can be requested, please contact the school for prices.

## **CONDITION OF PREMISES**

36. Whilst the school gives no guarantee as to the fitness, suitability or condition of the premises or grounds at the commencement of the letting, every effort will be made to see that they are in a reasonable state.
37. Where facilities booked by the hirer prove not to be available during the lettings, the school will ensure that the proportionate part of the hiring fee is not charged. The school's decision shall be final in respect of any charges not made.

## **INSURANCE**

38. It is the responsibility of the hirer to effect £5million Public Liability Insurance to cover liabilities. Occasional hirers may request to be covered by the school's insurance policy; this must be agreed in advance with the school.

## **OUTDOOR FACILITIES**

39. The school Executive Principal/Principal/Head of School will be the officer responsible

for the final approval of lettings of the school's facilities.

40. The school does not give any guarantee as to the standard of any field nor to the maintenance or improvement of this standard during the season. The hirer shall be aware of the state of any field upon submitting his application and such application will be deemed to be for the particular field as seen.
41. The Trust shall deem whether any field is fit for use and this decision shall be final.

### **LEGAL REQUIREMENTS**

42. The hirer shall comply with all legal requirements concerning consumption of intoxicating liquor, music singing and dancing licences, theatre licences and copyright. The hirer shall be fully responsible for obtaining any licence or any other permission required, always providing that no such application shall be made without the prior approval of the school. The school is able to apply for a temporary event licence to allow the sale of alcohol at events. At least 3 weeks notice is required to apply for the licence which is subject to approval by the local council and police. The school reserves the right to refuse permission for a temporary event licence.
43. The hirer shall comply with Section 12 of the Children and Young Persons Act 1933, that is to say where any play or entertainment is provided at which the majority of persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or to any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted while entering and leaving the building and to take all other reasonable precautions for the safety of the children.
44. Broadcasting (sound or vision), filming or photographic rights cannot be exercised without the prior permission of the school.
45. The hirer will to the best of their endeavour ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) can be observed at all times throughout the letting.
46. The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

### **COMPLIANCE WITH REGULATIONS**

47. Failure by the hirer to comply with any or all of the foregoing terms and conditions and the rules and regulations where applicable, whether intentionally or not, may be deemed by the school to be just cause for the immediate cancellations of any letting or series of lettings.
48. Other than where required to comply with statutory regulation in the People Act 1983, the use of the school and the facilities for political campaigning and canvassing is not permitted.

### **PRIORITY FOR THE ALLOCATION OF ANNUAL SESSIONS & AGREED DISCOUNTS**

49. The following priority order will be used to identify allocation of facilities and time slots on an annual basis.
- a) Delivery of agreed enrichment – this must agree with the individual school
  - b) Providing activities for youth activities
  - c) Providing activities for the community
50. The following discounts will be applied:
- a) 10% discount will be applied if 10+ sessions are booked without a break of more than two weeks.
  - b) A discount of 15% per term will be granted for the provision of enrichment sessions suitable for the enrichment programme as agreed by the PE department. If this is outside of school hours, the club takes full responsibility to organise and run the enrichment activity.
  - c) Both of the above discounts can be applied to bookings if the criteria are met as above.

### **RIGHT TO APPEAL**

51. Where a dispute arises from a letting, the Trust will delegate power to the Executive Principal/Principal/Head of School to resolve it. When a dispute cannot be settled in this way, please refer to the Trust Complaints Policy.

## **SUB-APPENDIX F iii**

### **LETTER OF ASSURANCE TEMPLATE WORDING**

To whom it may concern,

As your organisation is providing adults to work in our school whilst children are present, we require assurance from you that the following checks have been completed by your organisation. Please provide information as requested below. We must have this information completed and returned prior to the adults working in the school.

This letter provides all the schools that form with written assurances that:

..... has in place Safeguarding practices to ensure that all relevant checks are carried out on all staff who visit schools, and who may have unsupervised access to children.

..... can confirm that the following safeguarding checks are undertaken:

- Verification of identification checks
- Employment history and reference checks
- Right to Work in the UK
- Criminal overseas checks, if applicable, have been conducted
- Relevant coaching qualifications and registrations checks
- An Enhanced DBS check is carried out, including checks against the DBS Children's Barred

List

- Safeguarding training is carried out and is renewed annually
- Updated checks are carried out as necessary and any new information will be immediately shared

*I declare that the above checks have been completed. I shall contact the school immediately, if any information is disclosed on any future checks received in respect of the above employees.*

Name of organisation: -

Name of person completing the form: -

Date completed: -

**Please ensure that your staff are aware that they will be required to bring photographic proof of identity when visiting our school.**

# Appendix G



## Debt Recovery Policy

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

## Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

## Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors
2	February 2025	Kim Bowgin	No changes
3	February 2026	Kim Bowgin	No changes

### *Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

***"Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential."***

At the Newman Catholic Trust, we stand united in our unwavering mission to nurture a transformative educational experience, where every child is seen, valued, and cherished as a unique gift from God. Rooted in faith, we ignite a love for learning that awakens curiosity, sparks imagination, and fuels a lifelong journey of discovery.

Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced, and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually, and

personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience, and nurturing the whole person.

Our vision is simple yet profound: To be a beacon of **Hope** and **Excellence**, where pupils are not only academically accomplished but spiritually enriched and personally inspired to make a difference in the world.

In all that we do, we seek to embody our Trust's **HEART Values**, which define who we are and guide how we serve:

- **Hope** – Believing in the boundless potential of every child, and striving to build a future filled with possibility, courage and faith.
- **Excellence** – Pursuing the highest standards in learning, leadership and love, so that every action reflects our calling to greatness.
- **Authenticity** – Living truthfully and faithfully, ensuring our words, actions and decisions are grounded in integrity and the Gospel.
- **Responsibility** – Caring for one another and for creation with compassion, stewardship and a deep sense of duty to the common good.
- **Truth** – Seeking wisdom and understanding through Christ, who is the Way, the Truth and the Life.

Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

## **1. Purpose of the Policy**

- 1.1.** As part of its management of public funds, the Trust will take all reasonable steps to ensure that all debts owed to it are collected.

## **2. Roles and Responsibilities**

- 2.1.** To ensure the collection of debts, the Trust will keep a record of all services supplied, their value, the date and the name of the debtor and ensure that any invoices raised state the date by which payment is due. In general, the Trust will request payment in advance prior to providing any goods or services. It is expected that all invoices will be paid on time and in full. If this is not possible, debtors should contact the Finance Lead or CFO to make alternative arrangements for payment.

- 2.2.** The Trust will actively pursue debtors for the collection of income owed to it. If a payment is overdue, the following actions will be taken:

### **2.3. Invoices**

- Initial reminder – An informal e-mail or telephone call will be made when a payment is two weeks late.
- First reminder letter – A statement and reminder letter will be sent after 30 days.

- Second reminder letter – A second reminder letter will be posted or e-mailed if payment has not been received two weeks after the first reminder letter.
- Failure to respond after two reminders have been sent – If no payment is received a third reminder letter will be posted or e-mailed and all future services will be cancelled until such time payment has been received. Future services will be subject to payment in full in advance of hire including the settling of any outstanding debts.
- Failure to respond after three reminders have been sent – If no payment is received the school will consider placing the matter in the hands of its solicitors.

#### **2.4. School Trip Payments**

Schools are permitted to ask parents for a voluntary contribution towards the cost of any activity which takes place during school hours, including towards the transport provided in connection with an educational visit.

The contribution is voluntary and pupils of parents who cannot, or do not wish to, contribute will not be excluded from the activity. If an activity cannot be funded without voluntary contributions, we will make this clear to parents from the outset. Where there are not enough voluntary contributions to make the activity possible, and there are no other ways to get funds, we will cancel the activity.

Payments already made will not be returned if the school is unable to receive a refund from the travel company or insurer.

#### **2.5. Other Parental Debts**

This can include, but is not limited to:

- Music Tuition
- KS2 school dinners (see separate wording below)
- Wraparound care
- School activities wholly or mainly outside of school hours, that are optional

The Trust will actively pursue debtors for the collection of income owed to it. If a payment is overdue, the actions taken will be decided at school level on a case-by-case basis. The school will involve the central Finance team if support or advice is needed.

Debt recovery of KS2 school dinner income from parents will be in line with the individual school's catering contract provider. At the point the debt is handed over to the school for recovery, this will be stated above, be decided at school level on a case-by-case basis.

#### **2.6. Debt Reduction or Write Off**

The Trust may reduce or cancel a debt in certain circumstances. A sensitive approach to debt recovery will be followed, taking the following factors into account:

- Hardship – where paying the debt would cause financial hardship.
- Ill Health – where our recovery action might cause or further exacerbate existing ill health.
- Time – where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.

In such instances, any appeals made on hardship grounds will be considered by the CFO, Trust Board or Local Governing Committee (depending on where the debt sits and who the appeal is made to). Any debt cancellation or write-offs can only be made by those with specific authority as defined by the Financial Scheme of Delegation and within the debt write off limits outlined within the Financial Scheme of Delegation.

## **2.7. Costs of Debt Recovery**

Where the Trust incurs material additional costs in recovering a debt then the CFO, Trust Board or Local Governing Committee (depending on where the debt sits within the Trust, who is the debtor and how much is owed) will decide whether to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the Trust/school in recovering the debt. This decision and its basis will be recorded and reported by the CFO, Trust Board or Local Governing Committee.

## **3. Monitoring & Review**

The Trust will review this policy every year and assess its implementation and effectiveness.

Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received.
- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision.
- Making decisions in respect of any proactive and/or mitigating action to be taken.
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

# Appendix H



## Staff Expenses Policy

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

#### Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors

2	February 2025	Kim Bowgin	No changes
3	February 2026	Kim Bowgin	No changes

*Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

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Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced, and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually, and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience, and nurturing the whole person.

Our vision is simple yet profound: To be a beacon of **Hope** and **Excellence**, where pupils are not only academically accomplished but spiritually enriched and personally inspired to make a difference in the world.

In all that we do, we seek to embody our Trust's **HEART Values**, which define who we are and guide how we serve:

- **Hope** – Believing in the boundless potential of every child, and striving to build a future filled with possibility, courage and faith.
- **Excellence** – Pursuing the highest standards in learning, leadership and love, so that every action reflects our calling to greatness.
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- **Truth** – Seeking wisdom and understanding through Christ, who is the Way, the

Truth and the Life.

Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

## **1. Purpose of the Policy**

- 1.1.** The Trust Board recognises that although in the first instance, members of staff should not purchase items from their own money and request reimbursement at a later stage, they may incur expenses related to their work for the Trust for which they should be reimbursed. This policy sets out the Trust policy for reimbursing work-related expenses.

## **2. Reimbursement of Expenses**

- 2.1.** All employees have the right to claim reimbursement for reasonable expenses resulting from carrying out their role for the Trust. The following are examples of expenses that can be claimed:

- Travel costs (car or public transport) to training courses and meetings related to the Trust's business and travel to other sites within the Trust which are not the individual's normal contracted place of work
- Accommodation
- Parking

- 2.2.** The Trust will not reimburse staff or volunteers for other personal expenses or any fees unless expressly approved through their Contract of Employment.

- 2.3.** As a rule, the Trust only pays expenses that are deemed by HM Revenue & Customs (HMRC) to be non-taxable benefits.

[\*HS207 Non taxable payments or benefits for employees \(2023\) - GOV.UK \(www.gov.uk\)\*](#)

### **2.4. Expense Claims**

- 2.4.1.** All claims for reimbursement of expenses, incurred by an individual in the course of Trust related business, must be supported by official receipts and signed by an authorised signatory or budget holder. Receipts should not include personal items nor alcohol (or any products containing alcohol).
- 2.4.2.** Staff cannot authorise their own expenses claim form.
- 2.4.3.** All expenses must be claimed within 6 months of the cost being incurred.
- 2.4.4.** Expenses will only be paid when the claim reaches £5.00.
- 2.4.5.** Payments will normally be made fortnightly by BACS.

## **2.5. Travel Expenses**

- 2.5.1.** The cost of travel between home and place of work will not be reimbursed.
- 2.5.2.** Business mileage expenses will be paid via BACS and should be claimed via the expenses claim form. Business mileage will be paid at rates in line with the current HMRC mileage rates which are:
- All cars 45p a mile, plus an additional 5p per mile if 2 or more colleagues travel together or if they are transporting students or large items of equipment
  - Motorcycles and scooters 24p a mile
- 2.5.3.** Travel to and from a designated place of employment as determined by your contract of employment does not qualify for business mileage. HMRC rules state that any payment for the expense of travel (car mileage or fares) to a principal place of employment constitutes a taxable benefit and also that travelling to and then on from the regular workplace should constitute two journeys. Business mileage excludes home to office but travel from home to a business location other than your regular place of employment and return is permissible.
- 2.5.4.** For clarity a staff member or volunteer may claim the shorter distance of home to destination or designated place of employment to destination. For example, if the normal mileage from home to place of work is 10 miles and the claim from home to destination is 25 miles, may only claim the difference between these two values i.e. 15 miles to be claimed.

**2.5.5.** Any staff member or volunteer using their vehicle for business purposes should ensure that the vehicle is adequately insured for the purpose and have a valid MOT. Where cars are being used to transport pupils, it is the drivers responsibility to ensure that their insurance covers this activity. The standard rate per mile is set having taken into account any additional insurance costs, the Trust will not cover any additional insurance costs.

**2.5.6.** Toll and clean air charges are claimable where it is unavoidable and to conduct Trust/school business.

**2.5.7.** The Trust does not accept responsibility for any fine incurred by a member of staff (whether parking or any other driving offence) whilst they are travelling on the Trust's business.

**2.5.8.** The Trust is not responsible for any damage to the car of any staff member, nor any injury to the driver or fellow passenger, nor any third party claims whilst the car is being used on The Trust's business.

**2.5.9.** Public transport will be reimbursed at the rate of:

- Trains – at cost
- London underground or similar - at cost
- Coach and Bus - at cost
- Taxi - at cost

**2.5.10.** Train travel should be by standard class. Staff and volunteers are encouraged to seek such discounts as may from time to time be available. There may be occasions where it is appropriate and/or cost efficient to travel by first or premium class but this should only be in exceptional circumstances and with the approval of the CFO.

**2.5.11.** When using the London Underground a receipt is always available from the desk or machine, which can be retained. Alternatively, use can be made of an Oyster card.

**2.5.12.** Taxi journeys should be avoided if possible as they can be expensive. They may be used for example to make a short journey from a train station to a meeting. A receipt must always be produced. Taxi drivers are required by law to provide receipts upon request from the passenger. There may be exceptional circumstances when travel by taxi is the only option; in such cases approval must be sought prior to the journey.

## **2.6. Accommodation and Meals**

**2.6.1.** Where staff travel on Trust/school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The Trust will reimburse the reasonable costs of accommodation, food and drink when supported by receipts. Prior permission from the CEO and CFO must be secured before booking accommodation, as this will be reviewed on a case-by-case basis.

**2.6.2.** Situations where accommodation may be needed, may include (but not limited to and remain at the discretion of the CEO or CFO):

- When the meeting and returning travel time last more than 12 hours.
- When the meeting or course lasts more than one day, and it costs less to stay overnight than return home or the accommodation cost is not covered as part of the course.
- The cost of overnight accommodation must be reasonable (typically no more £75 per night, £120 for London). If it is not possible to source a hotel at these nightly rates, and it is necessary to pay a higher rate, then prior written approval should be obtained from the CFO, by the CEO for the CFO, or by the Chair of the Board of Directors for the CEO.

**2.6.3.** The Trust will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members.

**2.6.4.** Accommodation and travel arrangements should, wherever possible, be pre-booked via the school Finance Lead or the central team when attending events for or on behalf of the Trust. This can save the Trust significant amounts of money through its ability to negotiate lower rates and save in the administration of expenses claims.

**2.6.5.** Reasonable meal expenses may be claimed if a receipt is produced. The repayment will be the actual sum noted on the receipt and costs should be kept to a minimum. The cost of an evening meal (typically £20) and breakfast (typically £10) can be claimed when staying overnight. Purchase of alcohol cannot be reimbursed. Receipts should not include personal items nor alcohol (or any products containing alcohol).

**2.6.6.** Members of staff should note that items of a personal nature, such as alcoholic drinks, mini-bars, video hire, etc. will not be reimbursed by the academy and these should be deducted from any bills submitted for reimbursement.

## **2.7. Parking**

**2.7.1.** Reimbursement of parking fees may be claimed. A receipt or the ticket itself should be provided to substantiate the claim.

## **2.8. Business Entertaining**

**2.8.1.** All business entertaining activities must be approved in advance by the CEO or CFO, and be evidenced by an outcome that delivers value to the Trust.

**2.8.2.** The purchase of alcohol or alcohol related items for hospitality or celebration is not permitted.

## **2.9. Meetings/Refreshments**

**2.9.1.** Where lunches or refreshments are provided for meetings or in-house training the standard practice shall be for this to be ordered and paid for through the normal Trust ordering and payment processes. These must be fully justifiable and have an evidenced outcome which adds value to the Trust.

**2.9.2.** In the rare event that a staff member or volunteer has directly incurred these costs an expenses claim may be made. All recipients must be identified by name in the claim.

### **2.10. Professional subscriptions and membership of professional bodies**

**2.10.1.** Professional subscriptions for members of staff are the personal responsibility of individual members of staff. No reimbursement will normally be provided by the Trust for such costs, although individual staff members may be able to claim tax relief for these costs either through their tax code or on their own tax self-assessment returns.

**2.10.2.** However, if there are benefits to the Trust through being a member of an organisation, payment may be allowed but this must be agreed, prior to the expense being incurred, by the Executive Principal/Principal/Head of School, CFO or CEO.

## **3. Monitoring & Review:**

**3.1.** The Trust will review this policy every year and assess its implementation and effectiveness.

**3.2.** Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received
- Identification of any associated risks, trends, underlying or contributory factors
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision
- Making decisions in respect of any proactive and/or mitigating action to be taken
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

# Appendix I


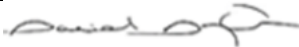
## Trustee & Governor Expenses Policy

### 2025-26

#### Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	2025-26	FBM	February 2027

#### Ratification

Role	Name	Signature	Date:
Chair	Chris Izuka		February 2026
CEO	Dr Daniel Doyle		February 2026

#### Amendment History

Version	Amendment Date	Author	Amendment Summary
1	October 2023	Kim Bowgin	New policy - approved by Board of Directors
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#### *Commitment to Equality:*

*The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

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Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced, and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually, and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience, and nurturing the whole person.

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Together, **Heart to Heart and Hand in Hand**, we build communities of faith and learning where every child flourishes — intellectually, spiritually and morally — for the greater glory of God.

## **1. Purpose of the Policy**

- 1.1.** The Trust recognises that although in the first instance, Trustees and Governors should not purchase items from their own money and request reimbursement at a later stage, they may incur expenses related to their work for the Trust for which they should be reimbursed. This policy sets out the Trust policy for reimbursing work-related expenses.
- 1.2.** The Trust believes that paying expenses, in specific categories as set out below, is important in ensuring equality of opportunity to serve as board, sub-committees or local academy board members for all members of the community and so is an appropriate use of funds. The specific items allowable reflect this objective.

## **2. Reimbursement of Expenses**

- 2.1.** Trustees, governors and committee members have the right to claim reimbursement or an allowance for reasonable expenses resulting from carrying out their role and responsibilities as a trustee, governor or committee member.
- 2.2.** In our unwavering commitment to fostering inclusivity and ensuring equal access to the vital role of governance within our multi-academy trust, we have established this expenses policy. We firmly believe that expenses claims serve as a mechanism to promote diversity and accessibility. Therefore, our primary objective is to reimburse pre-agreed and legitimate expenses, enabling all governors to fulfill their duties and overcome any potential barriers that may hinder engagement or prevent equitable access. While it's crucial to recognise that our Trust faces financial challenges, including deficit budgets, we deeply appreciate the voluntary nature of governors' work and their dedication to enhancing our schools. Consequently, we encourage fair and necessary claims whilst also placing a strong emphasis on prudence and responsible stewardship of our resources. The fair application of this policy ensures that all stakeholders collaborate to protect and maintain our trust's financial health, ensuring that the majority of our resources are directed towards the well-being and education of our children.
- 2.3.** The following are examples:
  - Travel costs (car or public transport) to board, or committee meetings, workshops, training courses or any journey linked to The Trust's business. Where applicable, the Chair of the Board will take appropriate measures to ensure that the director's requirement to fulfill their responsibilities does not result in excessive travel, or travel is not a barrier to fulfilling duties.
  - Meals
  - Accommodation
  - Parking
  - Care costs
  - Telephone rental
  - Internet /Broadband use
  - Travel

## **2.4. Travel**

- 2.4.1.** It is the responsibility of each trustee, governor or committee member to ensure that each claim is accurate. Trustees, governors and committee members should keep a record of meetings attended and the mileage/travel costs per meeting.
- 2.4.2.** The Trust has a planned meeting structure, as can be seen in the Trust Strategic Calendar. Any other additional meetings or journeys will need to be authorised by the CEO or CFO. For any mileage outside of the Trust planned meetings, it will need to be evidenced that this was to conduct Trust business, added value to the Trust and was a necessary journey.
- 2.4.3.** Business mileage will be paid at rates in line with the current HMRC mileage rates which are:
- All cars 45p a mile, plus an additional 5p per mile if 2 or more colleagues travel together or if they are transporting large items of equipment
  - Motorcycles and scooters 24p a mile
- 2.4.4.** Trustees, governors and committee members should try to share cars wherever it is practical and only one claim should be submitted.
- 2.4.5.** Trustees, governors and committee members using their vehicle for business purposes should ensure that the vehicle is adequately insured for the purpose and have a valid MOT. The standard rate per mile is set having taken into account any additional insurance costs, the Trust will not cover any additional insurance costs.
- 2.4.6.** Toll and clean air charges are claimable where it is unavoidable and to conduct Trust/school business.
- 2.4.7.** The Trust does not accept responsibility for any fine incurred (whether parking or any other driving offence) whilst they are travelling on the Trust's business.
- 2.4.8.** The Trust is not responsible for any damage to the car of any trustee, governor or committee member, nor any injury to the driver or fellow passenger, nor any third party claims whilst the car is being used on The Trust's business.
- 2.4.9.** Public transport will be reimbursed as follows:
- Trains – at cost
  - London underground or similar - at cost
  - Coach and Bus - at cost
  - Taxi - at cost

**2.4.10.** Train travel should be by standard class. Staff and volunteers are encouraged to seek such discounts as may from time to time be available. There may be occasions where it is appropriate and/or cost efficient to travel by first or premium class but this should only be in exceptional circumstances and with the approval of the CFO.

**2.4.11.** When using the London Underground a receipt is always available from the desk or machine, which can be retained. Alternatively, use can be made of an Oyster card.

**2.4.12.** Taxi journeys should be avoided if possible as they can be expensive. They may be used for example, to make a short journey from a train station to a meeting. A receipt must always be produced. Taxi drivers are required by law to provide receipts upon request from the passenger. There may be exceptional circumstances when travel by taxi is the only option; in such cases approval must be sought prior to the journey.

## **2.5. Accommodation and Meals**

**2.5.1.** Where a trustee, governor or committee member's travel on Trust/school business and an overnight stay is necessary, an overnight subsistence allowance may be claimed. The Trust will reimburse the reasonable costs of accommodation, food and drink when supported by receipts. This should be discussed and agreed in advance with the CFO or CEO, before booking accommodation, as this will be reviewed on a case-by-case basis.

**2.5.2.** Situations where accommodation may be needed, may include (but not limited to):

- When the meeting and returning travel time last more than 12 hours.
- When the meeting or course lasts more than one day, and it costs less to stay overnight than return home or the accommodation cost is not covered as part of the course.
- The cost of overnight accommodation must be reasonable (typically no more £75 per night, £120 for London). If it is not possible to source a hotel at these nightly rates, and it is necessary to pay a higher rate, then prior written approval should be obtained from the CFO, by the CEO for the CFO, or by the Chair of the Board of Directors for the CEO.

**2.5.3.** The Trust will only bear the cost of accommodation required for business purposes and will not meet the costs of any extensions to a stay for personal reasons or for accommodation provided to a spouse or other family members.

**2.5.4.** Accommodation and travel arrangements should, wherever possible, be pre-booked via the school Finance Lead or the central team when attending events for or on behalf of the Trust. This can save the Trust significant amounts of money through its ability to negotiate lower rates and save in the administration of expenses claims.

**2.5.5.** Reasonable meal expenses may be claimed if a receipt is produced. The repayment will be the actual sum noted on the receipt, and costs should be kept to a minimum. The cost of an evening meal (typically £20) and breakfast (typically £10) can be claimed when staying overnight. Purchase of alcohol cannot be reimbursed. Receipts should not include personal items nor alcohol (or any products containing alcohol).

**2.5.6.** Members of staff should note that items of a personal nature, such as alcoholic drinks, mini-bars, video hire, etc. will not be reimbursed by the academy, and these should be deducted from any bills submitted for reimbursement.

## **2.6. Parking**

**2.6.1.** Reimbursement of parking fees may be claimed. A receipt or the ticket itself should be provided to substantiate the claim.

## **2.7. Business Entertaining**

**2.7.1.** All business entertaining activities must be approved in advance by the CEO or CFO and be evidenced by an outcome that delivers value to the Trust.

**2.7.2.** The purchase of alcohol or alcohol-related items for hospitality or celebration is not permitted.

## **2.8. Meetings/Refreshments**

**2.8.1.** Where lunches or refreshments are provided for meetings or in-house training the standard practice shall be for this to be ordered and paid for through the normal Trust ordering and payment processes. These must be fully justifiable and have an evidenced outcome which adds value to the Trust.

**2.8.2.** In the rare event that a trustee, governor or committee member has directly incurred these costs, an expenses claim may be made. All recipients must be identified by name in the claim.

## **2.9. Carer's Allowances**

**2.9.1.** Payments can be made in relation to arranging childcare or professional care for elderly, sick, or dependent relatives. These payments are treated as remuneration and taxed accordingly. Prior written approval must be secured in all instances.

**2.9.2.** Childcare is reimbursed in accordance with the following requirements:

- Payment is made to someone other than a close relative.
- Payments for the care of under 8s is restricted to payments to registered childminders and other statutory approved childcare providers.
- Payments are restricted to the care of children up to their 14th birthday who normally reside with the trustee, governor or committee member.
- No payments are made in respect of the care of children of compulsory school age during school hours except where the child is absent from school due to illness.

**2.9.3.** The reimbursement of expenditure on professional care for an elderly, sick or disabled dependant relative normally residing with the trustee, governor or committee member and requiring constant care, to enable the trustee, governor or committee member to undertake approved duties, is subject to payments being restricted to agencies or persons qualified to provide care. The payment can only be made to someone who is other than a close relative. Reimbursement of expenditure for the care of an elderly, sick or disabled dependent relative will be restricted to care which would otherwise be carried out by the trustee, governor or committee member.

**2.9.4.** Payments made on the basis of reimbursement of actual expenditure incurred up to a maximum rate of £20.00 per hour for each hour of absence from home and are subject to a maximum of £500 in any one year.

**2.9.5.** Some local authorities can provide a care assistant free of charge for persons over 16. If a carer from a private agency is required then up to £25 per hour can be claimed. Reimbursement of actual costs incurred will be made where a trustee, governor or committee member requires the services of a carer to help them carry out their duties. Receipts must be provided by the carer. A simple signed and dated letter with details of dates, times and amounts paid will suffice. The personal details of the carer (name, address and telephone number) may also be required for the verification of claims.

## **2.10. Validation and Certification of Expenses**

**2.10.1.** Where required, receipts and invoices must be provided to support claims.

**2.10.2.** All claims for expenses must be completed on the appropriate form and signed by the trustee, governor or committee member and will then be approved by the CFO.

**2.10.3.** In exceptional circumstances where the limits set out within this paper may not be sufficient, the trustee, governor or committee member should bring this to the attention of the CFO as soon as possible, with a justification for the additional expense.

**2.10.4.** Allowances must not be claimed where the trustee, governor or committee member is entitled to receive payment from another body. Where a trustee, governor or committee member attends an event at an organisation from which it is possible to claim reimbursement for travel and subsistence, the claim should be submitted to that organisation rather than The Trust.

## **2.11. Payment of Claims**

**2.11.1.** If trustees, governors and committee members intend to make an expenses claim, they must have their prior approval and claims must be made regularly (monthly, or at least quarterly). Claims for expenses older than 12 months will not be paid.

**2.11.2.** Payments are made via BACS and will be made direct to the trustee, governor or committee member's specified bank account.

**2.11.3.** It is the Trust's preference to pay carers direct and, to facilitate this, appropriate payment details must be submitted to the CFO.

## **2.12. General**

2.12.1. The Trust retains the right trustees, governors and



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HEART SPEAKS TO HEART

to publish expenses paid to committee members.

2.12.2. If the CFO (or the CEO in expenses) has any of any expense claim or committee member they will refer the matter back to the trustee, governor or committee member and notify the Chair of the Board or Chair of the relevant LGC as appropriate (in the case of any concerns regarding claims by the Chair of the Board then to the Chair of the FAR committee). If the matter is unresolved or where there is ongoing cause for concern then the matter will be dealt with as a potential breach of the code of conduct and investigated in accordance with its procedures.

the case of the CFO's concerns regarding the validity made by any trustee, governor

### 3. Monitoring & Review:

3.1. The Trust will review this policy every year and assess its implementation and effectiveness.

3.2. Board and/or Committee members will oversee the internal audit arrangements; providing the appropriate level of support and challenge to ensure that the agreed practice and procedure has been implemented through:

- Scrutiny of all reporting information requested and received.
- Identification of any associated risks, trends, underlying or contributory factors.
- Assessing any opportunities for change to enhance existing practice and achievement of the Trust's vision.
- Making decisions in respect of any proactive and/or mitigating action to be taken.
- Evaluating the impact and effectiveness of policy and practice in line with the agreed policy review schedule or as necessary.

#### Z-Charge Card Conditions Letter Template:

Dear XXX,

**RE: Charge card supplied for Trust use – academic year**

I write with reference to the charge card that we have made available to you to assist in completing your role.

Your card has been issued for the sole purpose of making purchases, relating to your school. A monthly limit of £XXXX and an individual transaction limit of £XXX have both been applied. The use of this card is restricted, and the conditions are outlined below.

### Conditions of use

#### Card Security

- The card is to be used only by the person named on the card, or the school Principal/Head of School in exceptional circumstances, where prior written approval has been obtained.
- You must keep your PIN private at all times. You must not write your PIN down anywhere.
- You must take reasonable steps to ensure that the card is kept secure.
- If the card is lost, stolen or could have been compromised you must notify the Chief Financial Officer or Chief Executive Officer immediately. If you cancel the card yourself, please ensure you notify the Chief Financial Officer or Chief Executive Officer.

#### Card Use

- The card is to be used solely for Trust-related expenses.
- You have been authorised to make payments on behalf of the Trust. Any payments you make must be necessary and reasonable. If you are not sure, you must check with the school Principal/Head of School or the Chief Financial Officer, before making payment.
- Please ensure that for audit trail purposes, written approval (email is sufficient) is obtained from the school Principal/Head of School in advance of any purchase made on the charge card.
- Each card has pre-applied limits, as stated above, so please ensure you are aware of the limits applied to your card.
- Alcohol for consumption in any form (e.g. liqueur chocolates) must not be purchased using school or Trust funds.
- The card is not to be used to pay for goods or services from supplier with which we have a credit account. New suppliers should be set up for them to invoice the Trust, cards should only be used where this is not possible.
- Purchases of a high value (i.e. in excess of £250) should be avoided where possible, however there may be instances where it is a one-off purchase and it is deemed uneconomical to set a supplier up. If a supplier is set up, then there should be no reason for you to use your charge card, unless prior permission has been obtained from the Chief Financial Officer or the Chief Executive Officer.
- For transactions higher than your individual transaction limit, please speak to the Chief Financial Officer or the Chief Executive Officer.
- Cards are not to be used to withdraw cash, under any circumstances.

#### Other

- The Chief Financial Officer may wish to impose a reduced limit to your monthly limit or your individual transaction limit. If this is required, it will be communicated in writing to you and will be deemed to form part of these conditions of use.
- Any additions or variations to these conditions during the academic year will be communicated to you in writing via the Chief Financial Officer.
- Cards can be withdrawn at any time and with short notice.
- If you leave the Trust without providing the necessary backup to any purchases made on the card that has been issued to you, the amount may be deducted from your final salary payment.
- Please also refer to the Financials Regulations Manual Appendix D – Charge Card Policy.

## Record keeping

- You will be issued with a copy of your charge card statement on a monthly basis.
- You must complete a credit card settlement form (please request from the CFO), and:
  - provide all relevant backup receipts/invoices – of which must show:
    - ♣ the detail of what has been purchased,
    - ♣ the price paid,
    - ♣ where applicable, the VAT value and the VAT registration number of the supplier.
  - provide all evidence of expenditure being authorised by the school Principal/Head of School in advance of the purchase being made.
  - the credit card settlement form must be signed off as approved by the school Principal/Head of School.
  - this should all then be emailed to the Chief Financial Officer for review and processing by the central finance team.
- The central finance team may request further detail or backup documentation following the monthly review and processing, or as part of the ad hoc spot checks process.
- The deadline for the supply of the above information will be communicated with you by the Chief Financial Officer.

If you are unsure about anything contained in this letter or have any questions, please speak to the Chief Financial Officer.

Any employee who does not adhere to these conditions of use or who makes payments for which he or she is not authorised may be subject to appropriate disciplinary action and the Trust may seek to recover funds through payroll.

Please complete and sign the declaration at the bottom of this letter, take a copy of your records and return the signed original.

Yours sincerely



**Kim Bowgin ACA**  
Trust Chief Financial Officer

I acknowledge that I have the issued charge card in my possession and the accept the conditions for its use.

Name:

Email address:

Signature:

Date:

**PROCUREMENT EXCEPTION FORM**

**To:**

**Date:**

**From:**

**Purchase of:**

**Details:**

**Approval  
Signature:**

**Approval Date:**