



Courage Compassion Vocation St Teresa of Calcutta MAC

Part of the Birmingham Diocese

GROWTH AND DEVELOPMENT POLICY (CES)

Date Approved/Approving Body:	May 2019
Signed:	A signed copy is available in Head Office
Minuted:	G.Lotarew
Date of Next Review:	May2020

This CES Growth and Development Policy and Procedure has been approved and adopted by the Trust Board.

INTRODUCTION

- 1.1 Any individual working directly or indirectly for St Teresa of Calcutta Multi- Academy Company (STOCMAC) has a responsibility to the service of our young people in ensuring that any matter that you believe to be seriously wrong is reported for review and action. You may be the first to identify such a serious matter and it is easy to think that someone else should report it, but that does not serve our community in the work we do.
- 1.2 The STOCMAC looks for and expects integrity from all our staff and where you have serious concerns we would like to create an environment to support the opportunities for you to make these known.
- 1.3 The STOCMAC's Whistleblowing Policy is to make it clear that you can raise your concerns in confidence without fear of victimisation or discrimination and evidence of such would be treated as a serious matter.
- 1.4 The STOCMAC buys the services of the Birmingham Consultation Framework and have adopted the **Public Interest Disclosure (Whistleblowing) Policy 2017 (incorporating Anti-Bribery Statement)**
- 1.4 The STOCMAC Board requires you to raise serious concerns, as soon as you become aware, through the following internal channels:
- 1.5
- Executive Headteacher / Headteacher / Head of School / Accounting Officer, where you are based
- Chair of Governors of the School where you are based
- | | |
|----------------------------|-----------------|
| STOCMAC Accounting Officer | Glen Alexander |
| Chief Financial Officer | Michelle Smith |
| Chair of Directors | Frances McGarry |
| Vice Chair of Directors | Sean Delvin |
- 1.6 You should continue to raise appropriate concerns with relevant external agencies such as the ESFA, Health and Safety Executive, and the LA Children's Services.



St Teresa Of Calcutta MAC

4	Finance	Advise LA re closing petty cash accounts.		
		School Fund Account - check carefully procedures for closing and transferring balance. Involves final audit.		
		Procurement cards to be cut up and returned, controlled stationery to be returned.		
		Are there any Debtors at the school outstanding? Collect in as much as possible as the legal entity to which the debt is owed will no longer exist after conversion date. eg lettings, care club etc		
		Agree with LA date after which no more school invoices will be paid re final closing balance		
		Important - claim VAT back on pre-conversion expenses that would have been paid through school fund.		
		Agree a preliminary closing balance with LA and transfer any agreed surplus money into the new academy bank account.		
		Check the position of any Creditors		
		Review and change if required new bank account signatories		
		Conversion grant money - how is this to be spent? Return required to school ESFA conversion lead		
		Add new school to Responsible Officer and Audit checks		
		Obtain a copy of school Asset Register - add to MAC register. Confirm update arrangements and add to MAC Fixed Asset Register where necessary for Audit purposes		

	Month End procedures to include bank rec, all items posted by date etc			
5	Budget	GAG statement following conversion		
		What other income from LA? Nursery funding, Higher Needs/SEN funding?		
		Prepare budget for remainder of the current financial year and projections for next financial year		
		Issue budget monitoring timetable to school		
6	Cashless Systems	All parent pay (set up if not in place) items are paid direct to MAC bank account		
		Provision of systems for external caterer payments where required		
		Contact provider with new MAC bank details for income		
		Set up Finance Access on ParentPay for MAC Office		
7	ESFA	Account for conversion grant expenditure		
		If sponsorship funding, account separately for expenditure to support school improvement		
		Alert EFA by the middle of the month before opening of the academy bank account.		
		Activate the DfE Secure Access account within 14 days of becoming part of the MAC		
		Provide contact information using the governance section of Get Information About a School which is accessed via Secure Access within 28 days of conversion.		
		Complete a land and buildings valuation within 6 weeks of opening		

	Add new school to ESFA Document Exchange			
8	Finance Systems	Add School to financial software as a location		
		Import budget for remaining FY following conversion		
		Check web portal users, full accountancy users		
		Add suppliers to financial software		
		Issue Financial Scheme of Delegation		

9	NNDR	National Non-domestic rates. Notify council of charitable status so we only pay 20% of bill		
		find form to claim back from EFA		
		funding included in de-delegated funding, check this is right		
10	TV Licence	Add to MAC TV licence		

11	Data Protection	Advise ICO re MAC status URGENT as criminal offence if not done			
12	CTA	Prepare contract information for Commercial Transfer Agreements			
		letters of novation to be done			
		Advise change of school status, School comms, GCSE POD, anything else?			
13	Insurance	Cancel insurance with LA (balance of risks and school journey) where appropriate			
		Confirm MAC policy covers liabilities and add school. Purchase additional cover where required (mini bus; trips; construction)			
		Provide information to school on their cover (copy of proposal form?) emphasise their responsibilities to control risks.			
		Provide copy of Risk Register for regular completion and review.			
		changes in circumstance how will we monitor and keep insurers informed e.g. building work, cancellation of cover			
14	Banking	What current bank accounts does school hold? PTA accounts? - need to close and transfer balances to MAC.			
		Petty cash accounts to be set up and added to online banking reporting arrangements. Statements? Debit cards?			
		Increase BACs limits for both payment of suppliers and payroll. Consider including any increments in re-calculation of new payroll limit for the month of conversion.			
15	Pensions	Advise LGPS of new contact details			
		Update directors with actuarial costs and employer contribution, implications for budget			

19	Misc	Any tenders/contract due in current Financial Year?			
		New website including notation that part of MAC			
		Update MAC website			
		Revised stationery for everyone (letterheads etc)			
		Signage to be updated if required			
		Details of School LGB - Update contact list			
		EFA - notify as appropriate re funding payments, advices, notices etc			
		Notify stakeholders as appropriate			
		Access to MAC drive			
		LGB Skills Audit			
		Companies house			
		Risk register			
		Academies Financial Handbook			
		Schedule financial governance meetings to align to key milestones in the academy's financial year.			
		Submit your support grant expenditure certificate.			
		Confirm the final closing balance with LA and transfer to the new academy's bank account.			
		Obtain copy of HR data report (or equivalent)			
		SLA details - complete MAC spreadsheet and realign where possible			
		Catering contract details			

Cleaning contract - who provides?			
MAC Board & LGB Meeting Schedule - update & issue			
Business & Pecuniary Interests - Staff & LGB members			
Update MAC & School websites			
Check GDPR compliance			
Attend Schools Change Forum			
Ensure all staff e-mail addresses comply with Data Protection (i.e. LA or on the secure network)			