



Achieving together in faith

Holy Cross Catholic Multi Academy
Central Contribution Recharge Policy

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Holy Cross Catholic Multi Academy Company

Central Contribution Recharge Policy

Purpose

This policy sets out the agreement made between Holy Cross Catholic Multi Academy Company (MAC) and the Local Governing Bodies (LGBs) of its member academies listed below. It is intended to ensure transparency around the deduction and use of General Annual Grants by the Company in order to provide a number of centralised services to its member academy schools:

- Cardinal Newman Catholic School
- Bishop Ullathorne Catholic School
- Christ The King Catholic Primary School
- St Thomas More Catholic Primary School
- St John Vianney Catholic Primary School
- St Elizabeth's Catholic Primary School
- St Augustine's Catholic Primary School

Duration

The central services which are offered as part of this SLA will be reviewed annually and commence from 1 September 2022 to 31 August 2023.

Scope of Service

Holy Cross Catholic Multi Academy Company will provide services to its member schools as detailed in **Appendix 1**.

Where additional support or services are required by a school, these will be subject to additional charges which will be agreed in advance with the school, e.g. additional finance support for primary schools. This includes the additional finance and budgeting support provided to MAC primary schools by the Finance Manager and Finance Officer, which will be recharged on a quarterly basis.

Where appropriate the central contribution may be adjusted to reflect the costs related to that financial year; the increasing of services provided directly by the MAC or cost savings generated through streamlining of back office functions. Any funds remaining at the end of the financial year are retained and carried forward to the new financial year.

Responsibilities of the School

The academy schools listed above will ensure that they make the agreed 2.9% of the following income streams available to the MAC:

- General Annual Grant (GAG)
- Teacher Pay & Pension Grant
- Post-16 Funding
- Nursery Funding
- Supplementary Grant

This expenditure will be included in their approved budgets and strategic financial planning. There is no central contribution applied to restricted funds such as Pupil Premium or LAC funding.

The academy school staff will ensure that all information requested by the Company is available to assist with the procurement of services from both the Local Authority and other suppliers.

Responsibilities of the Central Team

Holy Cross Catholic Multi Academy Company will appoint an appropriately experienced CSEL to act as Accounting Officer and provides expertise and support to all the academy schools in all educational matters. The CSEL will carry out their responsibilities as Accounting Officer as detailed in the current Academies Financial Handbook. The CSEL will ensure all support is offered on a fair basis but schools must recognise that circumstances may lead to additional support being required in one or more schools. The CSEL will actively promote school to school improvement.

Holy Cross Catholic Multi Academy Company will appoint a Chief Finance and Operating Officer (CFOO) to act as Chief Financial Officer. The CSEL will ensure that the CFOO has

the appropriate experience and skills to fulfil the criteria given in the Academies Trust Handbook and provide financial advice and support to all the academy schools.

Holy Cross Catholic Multi Academy Company will appoint a MAC Business Manager to lead and provide support in relation to all activity driven by the annual financial cycle, and to assist the CFOO in the efficient provision of business and financial support to the MAC.

Holy Cross Catholic Multi Academy Company will appoint a MAC Information, Communication and Compliance Manager to have oversight of the ICT resources of the MAC and its schools, develop MAC communication strategies and oversee compliance.

Holy Cross Catholic Multi Academy Company will provide finance and budgeting support to the MAC schools to ensure the accuracy and completeness of all financial information.

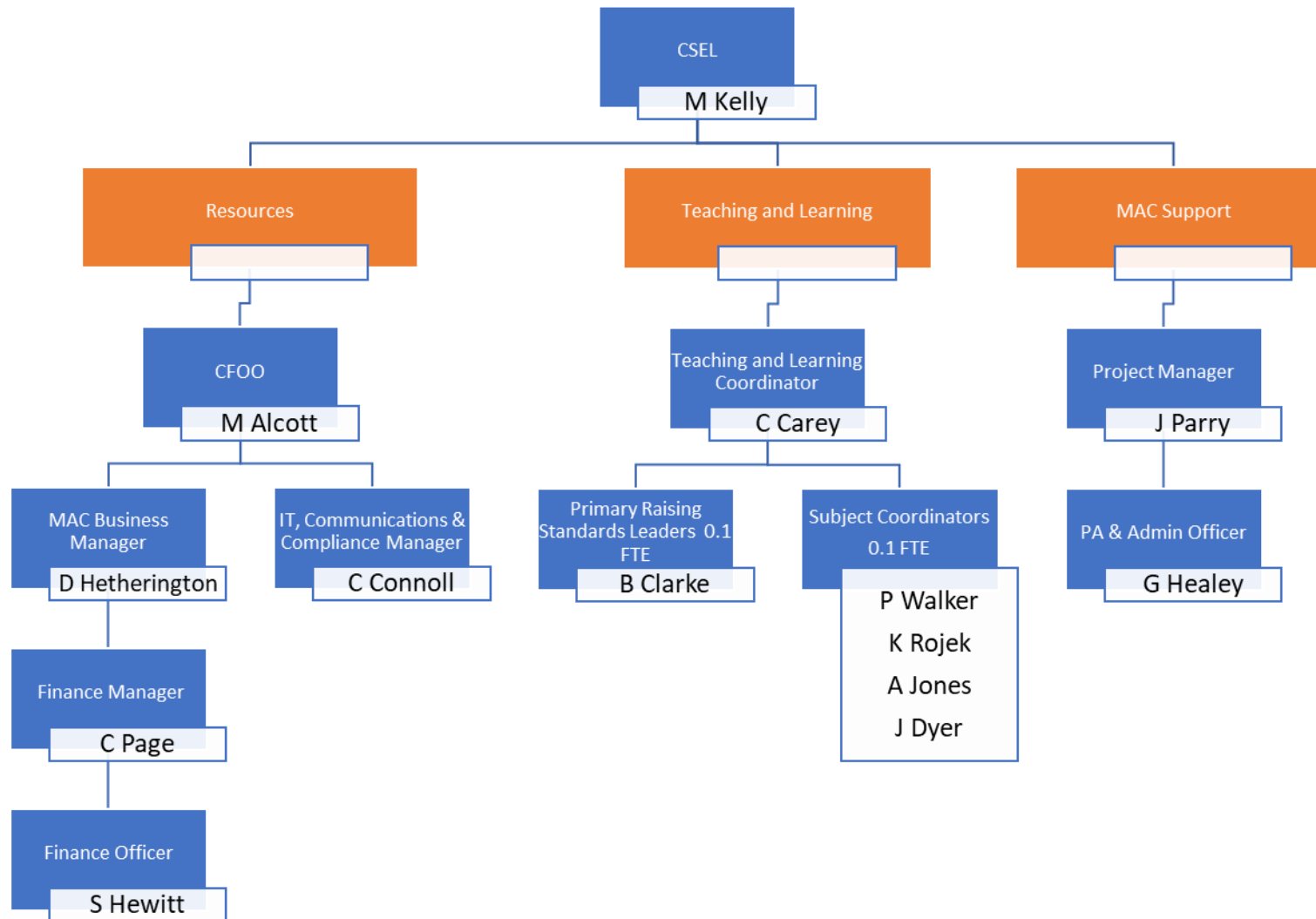
Holy Cross Catholic Multi Academy Company will be responsible for the maintenance of the financial management software (PS Financials).

Holy Cross Catholic Multi Academy Company will procure a number of services on behalf of its member academies ensuring best value is achieved. These services will include:

- Appointment of accountants and provision of year-end audit
- Appointment and provision of internal audit service across the Company;
- Holy Cross Catholic Multi Academy Company will ensure the appropriate training for key stakeholders is available to provide a full understanding of their responsibilities as academy schools.
- Holy Cross Catholic Multi Academy Company will ensure that there is an ongoing programme of procurement services to realise economies of scale across the Company including running MAC wide tenders for areas including:
 - Catering
 - Cleaning

- Utilities
- Waste Disposal
- MFDs
- Health and Safety
- H/R and Personnel
- Insurance
- ISP/IT Support
- MIS
- Auditors
- Payroll
- Bank
- Ground Maintenance

Central Structure



Terms of Payment

In accordance with the decision of Holy Cross Catholic Multi Academy Company and in consultation with Local Governing Bodies, payment of the sum of 2.9% of each academy's unrestricted revenue funding will be made to the MAC and will be reviewed annually. This payment will be made via a deduction taken from the Education and Skills Funding Agency (ESFA) monthly funding prior to the balance being transferred to academy schools by the MAC.

School Condition Allowance (SCA) Capital Funding

This will be held centrally and allocated across the MAC in line with the Estates Strategy and Estates Master Plans.

Devolved Formula Capital

Devolved Formula Capital will be held centrally by the MAC and used to support the implementation of the ICT Strategy.

Ongoing Support

Where possible, costs that can be paid centrally to reduce administration such as Diocese charges, Insurance, Rates, PSF Licences, Governor Services, will be paid centrally and the contribution from each school adjusted accordingly.

Any savings achieved through reviews of contracts and service level agreements will benefit schools and the central MAC. Where an overall MAC-wide saving can be achieved, the MAC will endeavour to ensure that all schools benefit from this.

Appendix 1

Scope of Service 2022/23

Leadership & Management Support

- Christ-centred, strategic leadership support
- Headteacher induction
- Regular headteacher and governor meetings
- Support with building leadership capacity
- Opportunities for growth of senior and middle leaders
- Support with delivery of high quality, Catholic education provision
- Continuous improvement strategies
- Stakeholder engagement on behalf of all schools (RSC, DfE, ESFA, DES, LA, trade unions, other MACs, parishes, governing bodies)
- Communication and incident management strategies
- Quality assurance of:
 - Safeguarding and child protection
 - Canon Law
 - Health and Safety
 - GDPR
 - Emergency Planning and Business Continuity
 - Equal Opportunities, Diversity and Inclusion

School Improvement

- PIXL Leads
- Opportunities for school staff to become Curriculum Leads for the MAC
- Access for all schools to curriculum leads
- Headteacher performance management
- Annual, MAC-wide training days
- Quality assurance of SEF and SDPs
- Quality assurance of school standards
- Support with OFSTED and Section 48 inspections
- Safeguarding audits

Governance and Policies

- Training and development for school governors
- Board support
- Committee support
- Development, consultation and communication of MAC policies
- Policy review

Operations

- Provision of Schemes of Delegation
- Companies House administration
- Support with compliance of company & charity law and statutory requirements laid out by the secretary of state for education
- Completion of statutory returns on behalf of the MAC
- Data Protection Manager service for schools
- ICO registration
- Data breach guidance
- Ensuring that the MAC meets the requirements of GDPR and the Freedom of Information Act
- Ensuring that all necessary licenses are secured for the MAC
- Coordination of external quality assurance checks
- Formulation of business plans and financial strategies to ensure viability
- Development and coordination of the MAC risk register and risk management strategies
- Coordination and management of the MAC insurance policies

Estates and Health & Safety

- Development of the MAC asset management plan
- Completion of the Land & Buildings Collection Tool on behalf of all MAC schools
- Coordination of large-scale building and capital projects
- Assistance with Cleaning, Catering & other Estates contract management
- Access to, and support with, IRIS Assets software
- Management of the MAC Devolved Formula Capital funding and Schools Condition Allowance
- Processing of capital orders and transactions for all schools

- Statutory compliance guidance and audits
- Act as Health and Safety Coordinator for all MAC schools
- Coordination of health and safety training across the MAC
- Accident reporting (RIDDOR) and follow up investigations
- Coordination and support with risk assessments
- Policy support (e.g. Health & Safety policy)

ICT and Communications

- Coordination and support for schools with the implementation of ICT systems
- Press Officer responsibility for the MAC
- Development of a MAC ICT strategy
- Technical IT advice
- Project management of major ICT developments
- Coordination and development of internal and external MAC communication
- Coordination of MAC marketing and branding
- Access to the MAC-wide intranet, CrossNet
- Access to ICT policies and procedures
- Management and implementation of the installation all new computer software
- Maintenance of the MACs network security including antivirus protection and firewalls
- Delivery of training on appropriate use of ICT resources
- School website development

HR

- Coordination and development of MAC HR and pay policies
- Support with the recruitment and appointment of school leadership and finance roles
- Training and induction advice
- Coordination of the MAC apprenticeship levy payments
- Support with union consultations
- Workforce planning
- Development and provision of standard HR templates and documents
- Strategic support with change management and restructuring
- LGPS and TPS support (e.g., annual certificates and audit administration)
- Processing of payroll journals

- Access to the Care First package for all staff
- Submission of the Gender Pay Gap report
- Attendance tracking

Finance

- Accounting Officer and Responsible Officer roles
- Access to financial expertise and training from a range of MAC staff including the CFOO, MAC Business Manager, Finance Manager and Finance Officer
- Advice on compliance with the Academy Financial Handbook and the MAC's financial procedure
- Provision of an internal Financial Procedures Manual
- Provision of Financial Scheme of Delegation
- Regular meetings for Business and Office Managers
- Regular budget meetings with the headteacher and LGB
- Provision of internal and external audit service
- Processing of all ESFA returns
- Processing of all VAT returns
- IR35 guidance
- Coordination and management of month and year end procedures
- Tender & quotation management for contracts shared with other schools
- Service level agreements and regular meetings with key suppliers to continuously improve quality and drive down costs (e.g., catering, cleaning, MFDs)
- Provision of long-term strategic budget planning
- Ensuring compliance with the Academies Financial Handbook
- Coordination and completion of statutory finance returns on behalf of all MAC schools (e.g., BFR, BFR3Y, SRMSAT, FMGS)
- Updates on changes to national pay scales and funding arrangements
- Management of purchasing and procurement systems
- Management and monitoring of MAC contracts, tenders and SLAs
- Development of income generation opportunities
- Financial and budget planning support for the MAC Business and Office Managers
- Coordination of the annual financial cycle

- Oversee and manage compliance with audit regulations
- System management of PS Financials and IRIS Financial Planner
- Provision of 'how to' guides for financial transactions
- Administration and coordination of Lloyds Commercial Banking
- Authorisation of BACS and faster payments
- Management of the MAC supplier database
- Training delivery in the use of PS Financials and IRIS Financial Planner
- Provision of MAC procurement procedures
- Coordination of month end processes
- Consolidation of statutory monthly management accounts
- Management and processing of monthly recharges to and from schools
- Processing of GAG income and other government funding
- Individual support to the school finance teams as required, including on-site visits
- Coordination and support with year-end procedures
- Coordination and support with the annual budget setting process
- Processing and advice in relation to journals, including accruals and prepayments
- Support and advice on future financial challenges and opportunities
- Development of budgeting assumptions for schools
- Ad-hoc cover for school-based staff (e.g., to mitigate the impact of staff sickness)