



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

Policy and Procedures

Finance

Reviewed

and approved by: The Finance and Resources Committee

Approval date: 18th November 2021

Review due: 17th November 2022

Version: 2

Definitions

In this document, unless the context otherwise requires, the following expressions shall have the following meanings:

'Academy Council' means local governing body.

'Trust' refers to The St Gregory the Great Catholic Academy Trust.

'Headteacher' means the lead person in each school.

'Executive' means the Trust CSEL (Catholic Senior Executive Leader) and/or the Trust CFO (Chief Financial Officer)

'Governors' means the governors appointed to the Academy Council of the individual school and the Directors of the Trust.

'Trustees' means directors of company number 10785982 (St Gregory the Great Catholic Academy Trust) as registered at companies house

'School/schools' refers to the academies within SGTG.

1. Introduction

St Gregory the Great Catholic Academy Trust (“THE TRUST ”) is a Catholic Academy Trust based on a partially centralised finance model. Each member academy maintains control over its own individual budget with the head teacher and Academy Council accountable for this budget. Each budget will be approved and monitored by the Trust. Each academy also maintains responsibility for their sales ledger, credit card usage and any petty cash held. The centralised finance function provides support to all member schools and is responsible for the annual audit, ESFA, HMRC and Companies House returns, management accounts, purchase payments, maintaining and reconciling the accounting records.

The Trust Board takes ultimate responsibility for financial reporting and compliance.

2. Rationale

The Trust adopts the Schools Financial Handbook as its reference for ensuring full financial compliance.

The following Finance Policy and Procedures manual has been drawn from the Schools Financial Handbook and is published to all staff and governors via the Trust website. In conjunction with the advice given by our external auditor, the academy has referred to the government guidance on Managing Public Money as detailed in the attached document:

<https://www.gov.uk/government/publications/managing-public-money> which is commended to staff and governors with financial responsibilities.

The purpose of this policy is to ensure that 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 Education & Skills Funding Agency (ESFA).

The Trust must comply with the principles of financial control outlined in the schools guidance published by the ESFA. This policy expands on that and provides detailed information on the academy’s accounting procedures and systems and should be read by all staff involved with financial systems.

3. Principles

The Trustees will conduct the affairs of the schools in line with the Codes of Practice for Board Members of Public Bodies’ and in line with the seven principles of public life:

- **Selflessness**
Holders of public office should take decisions solely in terms of the public interest.
- **Integrity**
Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in their performance or their official duties.
- **Objectivity**
In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices on merits.
- **Accountability**
Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness**
Holders of public office should be as open as possible about all decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interests clearly demands.
- **Honesty**
Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.
- **Leadership**
Holders of public office should promote and support these principles by leadership and example.

4. Organisation

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

4.1 Trustees

The Trustees have overall responsibility for the administration of the Trust's finances. The main responsibilities of the Trustees are prescribed in the Funding Agreement between

the individual schools and the ESFA and in the Trust's scheme of delegation. The main responsibilities include:

- ensuring that funds received from the Education & Skills Funding Agency (ESFA) are used only for the purposes intended;
- approval of the annual budget and any revisions;
- ensuring a Scheme of Delegation is in place and is updated appropriately;
- ensuring the management accounts are a true and accurate record of income and expenditure;
- approval of annual statutory accounts;
- reviewing the reports of the Auditing Officers on the effectiveness of the financial procedures and controls;
- provide recommendations and action plans and monitor the execution of the plans produced as a result of the audit;
- reviewing financial policies as appropriate;
- review effectiveness of internal scrutiny reporting;
- approval of significant projects and other expenditure over designated limits;
- appointment of the Catholic Senior Executive Lead and
- appointment of the Chief Financial Officer, in conjunction with the Catholic Senior Executive Lead.

4.2 **Academy Councils (“AC”)**

The AC's are focused on the interests of the individual schools and include parental and staff representatives. The AC meet at least 4 times per Academic Year.

The main responsibilities of the AC are detailed in the Trust's Scheme of delegation which have been authorised by the Trust.

4.3 **The Finance and Resources Committee**

The Finance and Resources Committee is a committee of the Board of Trustees providing a key element of the assurance and control framework and operates under delegated authority from the Board of Trustees. The Finance and Resources Committee meets three times per year and may schedule additional meetings as required.

The committee consists of at least three Trustees, at least one of whom will have significant and relevant financial experience at a level which enables them to provide challenge and support to the CSEL. The committee will review regular management reports from the Central Finance Team and ensure that the Trust uses public money efficiently and effectively in line with its Articles and the Academy Financial Handbook. The Finance and Resources Committee will make recommendations to the Full Trust Board regarding budget setting and the use of the Trust's capital resources.

The main responsibilities of the Finance and Resources Committee are detailed within the Terms of Reference which have been authorised by the Trustees.

4.4 **Head teacher Reference Group**

The Head teacher Reference Group consists of the Head teachers of the schools that are operated by the Trust, and senior leaders within the Trust, and plays a vital role in the day-to-day running and organisation of the Trust, making recommendations for consideration by the Trustees.

The Head teacher Reference Group meet on a regular periodic basis.

4.5 **The Catholic Senior Executive Lead (“CSEL”)**

The CSEL, as Accounting Officer for the Trust, has overall executive responsibility for the Trust’s activities including financial activities. The CSEL is responsible for:

- approving new staff appointments within the Central Trust team and at Executive Leadership level across the Trust; and
- authorising contracts over designated limits;
- the day to day management of financial issues including the establishment and operation of a suitable accounting system and the keeping of accurate accounting records that are compliant with all relevant regulations;
- the management of the Trust and individual schools financial position at a strategic and operational level within the framework for financial control determined by the Trust;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the Trust;
- ensuring that the annual accounts are prepared with reference to the governments Schools Accounts Direction including the categorisation of funds as restricted or unrestricted;
- the review of all other policies relating to financial and related matters;
- overseeing the preparation of regular management accounts;

- ensuring BACS payments are approved by authorised signatories as appropriate;
- ensuring forms and returns are sent to the ESFA in line with the timetable in the ESFA guidance.

4.6 **Other Staff**

Other members of staff, primarily the Trust Financial Controller, School Business Managers, Finance Assistants and budget holders will have some financial responsibilities, and these are detailed in the following sections of this manual. All staff are responsible for the security of the Trust's 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.

5. Register of interests

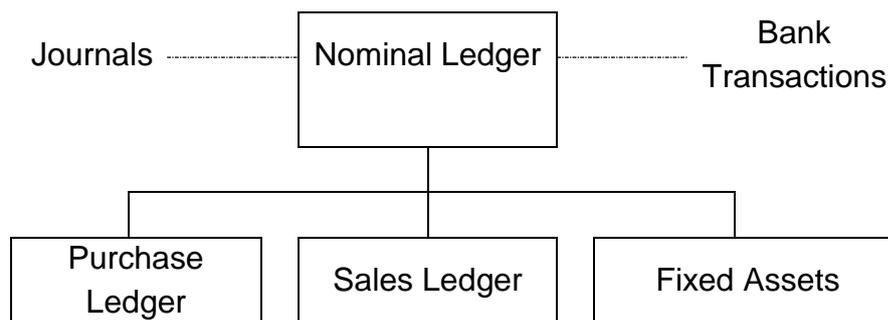
It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from the decisions they make. To avoid any misunderstanding that might arise all members, Trustees, Academy Councillors and employees are required to declare any relevant business interests they have in companies or individuals from which the academy may purchase goods or services. The register of Trustees' interests is open to public inspection.

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 or its schools. The disclosures should also include relevant business interests of relatives such as a parent or spouse or business partner where influence could be exerted over a member, Trustee, Academy Councillor or employee by that person.

The existence of a register of business interests does not, of course, detract from the duties of Trustees, Academy Councillors and staff to declare interests whenever they are relevant to matters being discussed by the Trust, AC or a committee. Where an interest has been declared, Trustees, Academy Councillors and staff should not attend that part of any committee or other meeting.

6. Accounting system

Accounting for trips and visits, charity donations and sundry sales to students are administered using the following cash management systems across the Trust: Parent Pay, School Money and Tucasi. All purchase ordering is via the PS Financials Purchasing system. Purchase orders must be authorised before expenditure is incurred. All other financial transactions of the academy must be recorded directly onto the PS Financials accounting system, hosted on the Edufin remote desktop. The PS Financials system is operated by the Finance Department and consists of:



6.1 **System Access**

Access to the PS Financials Accounting system is password restricted.

Access to the component parts of PS Financials can also be restricted and the Trust Financial Controller is responsible for setting access levels for all members of staff using the system.

6.2 **Back-up Procedures**

The Trust Board is responsible for ensuring that there are effective back up procedures for the system. Back-up copies are taken on a regular basis by Edufin.

An overall system back-up regime is followed by the Network Services provider.

The Trust Board should also prepare a disaster recovery plan in the event of loss of accounting facilities or financial data. This should link in with the annual assessment made by the Trustees of the major risks to which the Trust is exposed and the systems that have been put in place to mitigate those risks.

6.3 **Transaction Processing**

All transactions input to the accounting system must be authorised in accordance with the procedures specified in this manual. The detailed procedures for the operation of the payroll, the purchase ledger and the sales ledger are included in the following sections of the manual. Local Bank transactions should be input by the Finance lead (being the School Business Manager, Finance Manager or Administrator) at each academy and bank reconciliations should be signed by the preparer and sent to the Central Finance Team for review. The Central Finance Team review should be signed to evidence this check, by the Trust Financial Controller.

Any journals to be input at school level must receive prior approval from a member of the Central Finance Team.

Central bank transactions should be input by a Central Finance Team member and bank reconciliations should be signed by the preparer and countersigned by the Chief Financial Officer.

6.4 **Transaction Reports**

The Business Managers at each academy will obtain and review system reports to ensure that only regular transactions are posted to the accounting system. The information obtained and reviewed will include:

- the on-screen review of weekly transactions; and
- management accounts summarising expenditure and income against budget at budget holder level.

6.5 **Reconciliations**

The Trust Financial Controller is responsible for ensuring the following reconciliations are performed and that any reconciling or balancing amounts are cleared:

- sales ledger control account;
- purchase ledger control account;
- payroll control account;
- all other balance sheet accounts;
- all suspense accounts and
- bank balance per the nominal ledger to the bank statement.

7. Financial planning

The Trust prepares both medium-term and short-term financial plans.

The medium-term financial plan is prepared as part of the development planning process. The development plan indicates how the Trust's educational and other objectives are going to be achieved within the expected level of resources over at least the next three years.

The development plan provides the framework for the annual budget. The budget is a detailed statement of the expected resources available to each individual academy and the planned use of those resources for the following year.

The development planning process and the budgetary process are described in more detail below.

7.1 **Development Plan**

The development plan is concerned with the future aims and objectives of the individual schools and how they are to be achieved; that includes matching the academy'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. Short-term plans cover one academic year. Medium-term planning typically covers three or four academic years.

The form and content of the development plan are matters for the individual academy to decide but due regard should be given to the matters included within the guidance to Schools and any annual guidance issued by the ESFA.

7.2 **Annual Budget**

The Trust Financial Controller is responsible for preparing and obtaining approval for the annual three-year budget in liaison with the Headteachers at each academy. The budget must be approved by the Trustees.

The approved three-year budget must be submitted to the ESFA in the timescale and format requested and the Accounting Officer is responsible for establishing a timetable which allows sufficient time for the approval process and ensures that the submission date is met.

The annual three-year budget will reflect the best estimate of the resources available to the schools for the forthcoming year and will detail how those resources are to be utilised. There should be a clear link between the development plan objectives and the budgeted utilisation of resources.

The budgetary planning process will incorporate the following elements:

- forecasts of the likely number of pupils to estimate the amount of ESFA grant receivable;
- review of other income sources available to the academy to assess likely level of receipts;
- review of past performance against budgets to promote an understanding of the individual academy's cost base;
- identification of potential efficiency savings and

- review of the main expenditure headings in light of the development plan objectives and the expected variations in cost e.g. pay increases, inflation and other anticipated changes.

7.3 **Balancing the Budget**

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 savings can be made. This may entail prioritising tasks and deferring projects until more funding is available. Plans and budgets will need to be revised to eliminate any in year deficit.

Schools must budget within their means and plan for cumulative reserve positions which fall within the targeted range approved by Trustees and noted in the Annual Report and Financial Statements, maintaining a minimum reserves level of 5% of annual General Annual Grant income.

Where a cumulative deficit position for a school is projected in future years, the school must prepare a budget recovery plan to return the school to a sustainable financial position. The budget recovery plan should be reviewed with the Accounting Officer prior to being considered by the Trust Finance and Resources Committee.

7.4 **Approved Budget**

The approved budget should be communicated to all staff with responsibility for budget headings so that everyone is aware of the overall budgetary constraints.

The budget should be accompanied by a statement of assumptions and hierarchy of priorities so that if circumstances change, it is easier for all concerned to take remedial action. The budget should be seen as a working document which may need revising throughout the year as circumstances change.

7.5 **Monitoring and Review**

Monthly Management Accounts with appropriate Key Performance Indicators will be prepared by the Trust Financial Controller following guidance in the Schools Financial Handbook. The reports will detail actual income and expenditure against budget both for budget holders and at a summary level for the Finance and Resources Committee.

Any potential overspend against the budget must in the first instance be discussed with the Head teacher.

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.

8. Payroll

All staff are paid on: 16th of the month for support staff, known as the 'Officers' payroll; 26th of the month for Teaching staff, known as the 'Teachers' payroll.

The payroll is processed externally, as a fully managed payroll service, by Leeds City Council BSC team, using the SAP HR/Payroll system.

The payroll service is processed in accordance with the 'Business Support Centre Leeds Service Level Agreement'.

- 8.1 The payroll process is fully processed and managed in accordance with the Service Level Agreement. Please refer to the SLA for details of this processing.

The main components of financial processing can therefore be classified as follows:

- Transactional Monthly Payroll Processing;
- Mass contractual static pay changes / Pay Awards;
- Statutory processing & reporting outputs; and
- BACS payments.

8.1.1. **Transactional Monthly Payroll Processing**

Leeds City Council BSC team process the Trust Payroll, in accordance with the agreed SLA and internal systems and processes to maintain an accurate service delivery. The Trust do not define these processing steps, and these are internal Leeds City Council processes.

Leeds City Council BSC will roll forward fixed contractual payments and employee level deductions based on the static records held within the SAP system.

All changes, processed, will originate from authorised sources at the Trust either: school Head teachers, school authorised financial contacts or direct entries (i.e. absence) made into the SAP system using the Manager Desktop access granted to the appropriately authorised school users.

The Academy Councils have approved a Staffing Structure for the individual schools. Changes can only be made to this staffing structure with the express approval in the first instance of the Central Finance and HR team who must ensure that adequate budgetary provision exists for any changes. The Trust Finance Team are responsible for providing appropriate budgetary information.

Decisions concerning job grading may be taken by the Head teacher and where appropriate referred to the Trust Finance Team in accordance with the School Pay Policy. Statement of Particulars, for all staff, are issued by the Trust HR provider and authorised by the Head teacher as appropriate.

The Head teacher has authority to appoint staff within the authorised establishment. However, senior leadership appointments of the school will be appointed in line with the approved Scheme of Delegation. The individual schools maintain personnel/staff files for all members of staff, which include signed copies of contracts of employment. All personnel changes must be notified to the Leeds City Council BSC team, as appropriate.

8.1.2. **Mass contractual static pay changes / Pay Awards**

The SAP system holds tables of salaries, aligned to the Trust Pay Scales for Teachers and Support/Operational staff. The Leeds City Council BSC team make no changes to these tables without authorisation from either the Accounting Officer or Trust Financial Controller.

In respect of Pay Awards, timely liaison occurs between the Academy finance lead and appropriate contacts at the BSC to agree any bulk percentage or grade changes to apply. The Trust supply copies of their latest pay scales to the BSC team, should these require change.

8.1.3. **Statutory processing & reporting outputs**

The SAP system controls and calculates all Statutory payments and deductions, including PAYE Tax, National Insurance, Student Loans, Statutory Maternity/Paternity/Adoption Pay, Apprentice Levy and Attachment of Earnings Orders.

The Leeds City Council BSC are responsible for the accurate calculation of all statutory amounts, on behalf of the Trust, aligned to the Service Level Agreement.

Statutory Payment submissions are processed by the Leeds BSC team, at Payroll completion, including FPS (Full Payment Submission) and EPS (Employer Payment Summary) returns to HMRC. The financials, for payment of payroll deductions to all 3rd parties, are included within the monthly invoicing routines to the Trust, and payments made to Leeds City Council by the Trust Finance Team to cover all such liabilities. The Leeds City Council BSC team raise and organise all payments, to all external parties, under the Service Level Agreement.

After the payroll has been processed a number of standard payroll reports are output to the BSC Secure Portal, in appropriate unit areas to permit each school to access their data. The reports are centrally downloaded by the Trust Finance Team for appropriate uploads and nominal postings to the Financial system.

The Trust Financial Controller should review the payroll control account each month to ensure the correct amount has been posted from the payroll system, individual cost centres have been correctly updated and to identify any amounts posted to the suspense account.

The payroll actuals should be compared to budget on a monthly basis by the individual academy Finance Lead and any differences/variances understood and investigated. This reconciliation should be evidenced on the Trust budgeting system for review by the Central Finance team.

8.1.4. **Payroll BACS payments – Leeds**

Leeds City Council BSC arrange all BACS payments, to all employees, as part of the Service Level agreement.

The monthly cycle and process is such that reimbursement of all payroll monies is settled by the Trust, to Leeds City Council, via:

- monthly estimated email billing for the 16th payrolls from BSC to the Trust;
- monthly estimated email billing for the 26th payrolls from BSC to the Trust; and
- end of month reconciliation / remainder billing for the 31st from BSC to the Trust.

All payment requests and invoices are issued from Leeds City Council BSC over email and the secure portal, to designated contacts within the Trust.

The Central Finance Team receives all payment requests and obtains/downloads all reports from the secure portal. The Trust Finance team organise all associated payments by the required deadlines.

9. Purchasing

The Trust will aim to purchase goods and services using the 4 principles of best value whenever possible;

- CHALLENGE – why and how a service is being provided
- COMPARE – performance with others across a range of relevant indicators considering the views of service users and potential suppliers
- CONSULT – with service users and the community in setting new performance targets
- COMPETE – in order to secure efficiency and effectiveness

The following should also be considered;

- Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy;
- 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.

The Accounting Officer must demonstrate how the Trust has secured value for money via the governance statement in the audited accounts.

9.1 **Routine Purchasing**

Budget holders will be informed of the budget available to them at the start 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. PS Financials provides details of up to date purchase commitments.

A list of budget holders for the next academic year will be prepared in July in conjunction with the Head teachers. Any updates to the budget holders should be emailed to the Trust Financial Controller to update. The up to date list of budget holders is held on the PSF system.

A list of signatures for the budget holders is held by the Finance Lead at each academy where applicable.

Routine purchases with a net value below £5,000 (£10,000 at secondary school level) can be authorised by budget holders. Therefore, a budget holder is able to approve their own order if it falls within their approval limit up to £5,000 (£10,000 at secondary school level) although this should be avoided where possible. Purchase orders for all purchases barring a few named exceptions MUST be raised using the PS Purchasing system and approved prior to expenditure being incurred. Attached at Appendix 1 is a flow chart of the purchase ordering process.

Orders with a net value exceeding the limits detailed below will be subject to further approval. Approval up to £49,999 is evidenced electronically via the PS Purchasing

system. Formal approval from Committee's or the Trust Board can be obtained either at a quorate meeting or by email.

Trust Purchase Approval Limits

	Primary Schools only	Secondary Schools only
EXPENDITURE	APPROVED BY	APPROVED BY
< £4,999	Member of Head teacher Reference Group	School Business Manager
£5,000 - £9,999	Financial Controller	
£10,000 - £19,999	Executive (CSEL, CFO or Head of Estates)	Member of Head teacher Reference Group
£20,000 - £29,999		Financial Controller
£30,000 - £49,999		Executive (CSEL, CFO or Head of Estates)
£50,000 - £74,999	Finance & Resources Committee	Finance & Resources Committee
> £75,000	Trust Board	Trust Board

Trust Purchasing Rules

EXPENDITURE	PURCHASING RULES
£1,000 - £4,999	A quote or price must be obtained prior to commitment being made. The purchaser must be able to show that value for money has been achieved. Obtaining three comparable quotes is best practice. A Purchase Order must be raised.
£5,000 - £19,999	Three written comparable quotes are required unless a member of the Executive team gives written approval that an exception to this rule applies. A Purchase Order must be raised.
> £20,000	Formal tendering processes are required in accordance with the options detailed in the Finance Policy and Procedures. The Procurement Approval form in Appendix 4 should be completed and approved in accordance with the Trust Purchase Approval limits. A Purchase Order must be raised.

In the first instance, a supplier should be chosen from the list of suppliers maintained on the PS Financials system. A quote or price should be obtained before any order is placed. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the approved supplier list, the reasons for this decision must be submitted to the Central Finance Team for review.

Invoices should be sent to the Schools electronically. Attached at Appendix 2 is a flow chart of the purchase invoicing process.

The nominal and department coding will be as per the purchase order.

Where an invoice matches within £10 of the Purchase Order Value or the difference is less than 10% of the total value whichever is lowest there is no requirement for further authorisation. If the difference exceeds this tolerance, the invoice will then be sent to the

budget holder for authorisation. Before authorising the budget holder must make a detailed check against the order and the GRN. Budget holders must undertake these checks without undue delay and in any case within 5 working days of invoice receipt.

If a budget holder or Head teacher is pursuing a query with a supplier the Central Finance Team must be informed of the query and periodically kept up to date with progress.

Once the invoice has been allocated to an approved Purchase Order and Goods Received Note, the Finance lead at the academy will input the invoice to the PS Financials Accounting system.

Invoices should be stored electronically on the PS Financials system.

The Finance lead at the academy will then prepare a playlist and send to the Central Finance team for review. This email will be treated as the Finance leads approval. The Central finance team will then generate a BACs payment upload as required. The BACs must be authorised by two of the nominated signatories electronically on the banking system.

The BACS payment will be posted to the accounts on PS Financials by the Central Finance Team the day it clears the Bank.

9.2 **Orders over £1,000 but less than £20,000**

It is good practise to obtain quotations for all orders and at least three written quotations should be obtained for all orders between £5,000 and £20,000 to identify the best source of the goods/services. The only routine exception to this is reoccurring trips when there is a preferred venue/supplier. Written details of quotations obtained should be attached to the PS Financials system for audit purposes by the Purchase Orderer. Telephone quotes are acceptable if these are evidenced and emailed/faxed confirmation of quotes has been received before a purchase decision is made. On rare occasions it may be appropriate to procure on the basis of a single quotation in accordance with the Negotiated Tender guidance below. Any such exceptions* to these quotation guidelines should be agreed by a member of the Executive team and prior written approval obtained. (*It is recognised that on occasion it is appropriate to enter into a repeat purchase of goods or services from an existing supplier without seeking additional quotations and that this may constitute such an exception.)

9.3 **Orders over £20,000**

All goods/services ordered with a value over £20,000, with the exception of reoccurring trips, or for a series of contracts which in total exceed £20,000 must be subject to formal tendering procedures culminating in the completion of the Procurement Approval Form as detailed in Appendix 4.

9.4 **Forms of Tenders for purchases exceeding £20,000**

There are three forms of tender procedure: Targeted, use of a Framework and Negotiated and the circumstances in which each procedure should be used are described below.

9.4.1 **Targeted Tender**

This is where selected potential suppliers are invited to tender. The budget holder must discuss and agree with the Central Finance Team how best to approach suppliers. It is acceptable to approach a limited number of targeted suppliers recommended by other schools or Trusts as offering good value and quality service. Care should be taken to check that each potential supplier is interested in competing for the business and that a clear and consistent specification is given to each supplier approached. It is essential that all suppliers in the process are treated fairly and consistently and particular care should be taken not to give any competitive advantage to suppliers, including any incumbent supplier.

9.4.2 **Use of a Framework**

This is where procurement involves a recognised public sector procurement framework which ensures compliance with European Regulations and gives access to a properly accredited list of suppliers. Frameworks can simplify the process of procurement and should result in Best Value solutions from proven suppliers to the education sector. Organisations managing frameworks will often provide procurement advice and may assist with the process. Dynamic Procurement Systems may also be used and bring the advantage of inviting known and trusted suppliers to apply to compete alongside other accredited providers.

9.4.3 **Negotiated Tender**

Negotiated Tender: This form of tender requires the permission of the Trust Board. The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:

- the above methods have resulted in either no or unacceptable tenders,
- only one or very few suppliers are available,
- extreme urgency exists,
- additional purchases of goods or services from the existing supplier are justified.

9.5 **Preparation for Tender**

Full consideration should be given to:

- objective of project;
- overall requirements;
- technical skills required;
- after sales service requirements; and
- form of contract.

It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

9.6 **Invitation to Tender**

An invitation to tender should normally include the following:

- introduction/background to the project;
- scope and objectives of the project;
- technical requirements;
- implementation of the project;
- terms and conditions of tender; and
- form of response.

9.7 **Aspects to Consider**

9.7.1 **Financial**

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision.
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs at the point of purchase or subsequently.
- Is there scope for negotiation?

9.7.2 **Technical/Suitability**

- Qualifications of the contractor
- Relevant experience of the contractor
- Descriptions of technical and service facilities
- Certificates of quality/conformity with standards
- Quality control procedures
- Professional Indemnity and Public Liability insurance arrangements
- Details of previous sales and references from past customers

9.7.3 **Other Considerations**

- Pre-sales demonstrations
- After sales service
- Financial status of supplier. Suppliers in financial difficulty may have problems completing contracts and in the provision of after sales service. It may be appropriate to have an accountant or similarly qualified person examine audited accounts etc.

9.8 **Tender Acceptance Procedures**

The invitation to tender should state the date and time and method by which the completed tender document should be received by the academy or Trust.

9.9 **Tender Procedures**

It is recognised that tenders will often be received by email as well as post. Hard copies of all tenders should be printed and appended to the Procurement Approval form to provide a full audit trail of all documentation received. The complete documentation should be lodged with the Trust Accountant for filing.

A separate record should be established to record the names of the firms submitting tenders and the amount tendered.

The evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest, then that person must withdraw from the tendering process.

Those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence.

Full records should be kept of all criteria used for evaluation and for contracts over £20,000 the Procurement Approval Form should be prepared highlighting the relevant issues and recommending a decision.

Where required by the conditions attached to a specific grant from the ESFA, the department's approval must be obtained before the acceptance of a tender.

The accepted tender should be the one that is economically most advantageous to the Trust unless it can be demonstrated that this is not the best option for the Trust and other factors outweigh any monetary savings. All parties should then be informed of the decision.

Where appropriate a formal written contract should be agreed and signed. A copy of the signed contract should be retained by the Trust Board.

9.10 **Staff Expenses**

Occasionally, it may be necessary for staff to purchase resources for use in schools using their own money and be reimbursed for the cost. These purchases should be kept to a minimum, however if unavoidable, approval should first be sought from the budget holder. VAT receipts where possible should be attached to a 'staff expenses' form (available from the academy Finance lead) and the authorised form and invoices should be scanned to the Finance lead at each academy.

Staff Expenses will be paid whenever possible within 14 term-time days. Copies of Staff Expenses are stored in electronic format and attached to the PS Financials system.

9.11 **Governor and Trustee Expenses**

Please refer to the Trust Governor Expenses Policy.

9.12 **Credit Card Purchases**

Credit card purchases should be kept to a minimum and only used if it is not possible to pay the supplier via the purchase ledger. Each academy is responsible for obtaining appropriate approval of all purchases on their credit card and maintaining evidence of this documentation. Approval should be obtained before the expenditure is incurred. The academy will input all credit card transactions into the PS Financials system and attach the authorised receipts to the PS Financials system. The Central Finance Team will spot check credit cards each month to ensure all receipts evidence is provided and appropriate authorisation has been obtained. The Central Finance Team will then process the direct debit relating to the credit card on PS Financials.

Credit Card Holders will:

- ensure cards are held securely;
- ensure PIN numbers are not disclosed to any other persons; and

- in recognising the increased risks associated with credit card use, the Trust will report any instances of unauthorised card use to the Trustees and report the loss of the card or PIN details to the Bank immediately

The central Finance Team can adjust credit card limits using the Lloyds Bank MultiPay function. Access to the Lloyds bank MultiPay function is restricted to system administrators. System administrators are not permitted to be card holders.

Trust Credit limits will be approved by the Finance and Resources Committee.

9.13 **Related Party Transactions**

The Trust Board will maintain a list of the Trust's related parties and share this list with the Central Finance Team. These related parties will be labelled RPT on the PS Financials system by the Financial Controller. Where an order is to be placed or a sale made to a related party the Central Finance Team should be contacted to obtain approval to proceed. It is the responsibility of the Central Finance Team to obtain prior approval from the ESFA where individual or cumulative transactions exceed £20,000.

10. Income

The main sources of income for the Trust are the grants from the ESFA. The receipt of these sums is monitored directly by the Trust Financial Controller who is responsible for ensuring that all grants due to the Trust are received.

The Trust also obtains income from:

- Pupils - mainly catering, trips and visits, nursery and wrap around care provision, resources and music lessons;
- other schools including Staff Consultancy;
- the public, including lettings;
- Donations - Parent Teacher Associations;
- Other one-off Grants; and
- Other income.

10.1 **Income from pupils and their parents**

Various online cash management systems including ParentPay, School Money and Tucasi are used across the Trust to facilitate the accurate receipt of income from parents. Each of these systems is operated by the Finance lead at the Academy. Each system allows parents to contribute towards their child's account and the Finance lead is responsible for ensuring monies received are allocated to the appropriate income stream. The schools Finance lead is then responsible for posting receipts onto the PS Financials system.

10.2 **Lettings**

Where lettings are administered in house the Site Manager or individual academy's Finance lead is responsible for maintaining records of bookings of facilities.

The Finance lead will establish a sales ledger account for each letting organisation and produce a sales invoice from the PS Financials accounting system. Details of invoices, receipts and outstanding accounts will be reviewed by the academy's Finance lead who is responsible for chasing outstanding debts on at least a monthly basis.

A suggested procedure for chasing debts is:

- Send an informal email/letter requesting payment of the overdue invoice within a few days after the payment becoming overdue.
- Send a formal warning letter approximately 3 weeks after the payment became overdue.
- Send a second formal letter within a further 7-14 days after the first, stating that if payment is not received this could lead to legal action.
- Send a third formal letter 6 weeks after the date of missed payment, giving notice that legal action will commence.

It is strongly recommended that any letters or emails are reinforced by telephone calls at each stage, to ensure channels of communication are open with the debtor at all stages of debt recovery.

Organisations or individuals using the facilities should be instructed to pay direct into the individual academy's local bank account. This receipt will then be allocated by the academy's Finance lead to the customer's outstanding debt on the PS Financials sales ledger.

Where lettings are administered by the Local Authority, the individual academy's Finance lead is responsible for raising a sales invoice, as per the self-billing invoice from the Local Authority, on the PS Financials system. Lettings income is received termly and should be

posted by the individual academy Finance lead onto PS Financials and allocated to the appropriate sales ledger account.

10.3 **Nursery and Wrap Around Care (“WAC”)**

The individual academy’s Finance lead will maintain records of use of the nursery and WAC. This will be reflected on the cash collection system or via raising sales invoices on PS Financials. The academy Finance lead will post any receipts or childcare vouchers onto PS Financials and chase any outstanding debts on at least a monthly basis.

The individual academy Finance lead will reconcile the nursery and WAC records held on PS Financials against their own records (including registers or diaries) on a monthly basis.

Parents using the nursery and WAC should be instructed to pay direct into the academy’s local bank account.

10.4 **Other Individual Academy invoices**

All other sales invoices should be raised by the individual academy Finance Assistant on the PS Financial system and the academy Finance lead will be responsible for chasing payment on at least a monthly basis.

10.5 **Trust Invoices**

All Non-Academy invoices (eg Central) should be raised by the Central Finance Team on the PS Financial system and the Trust Financial Controller will be responsible for chasing payment on at least a monthly basis.

10.6 **Debts to be written off**

Debts with a value of £50 or less may be authorised for write-off by the Trust Financial Controller. Debts exceeding £50 require the approval of a member of the Executive team to be written off. Approval must be obtained from the Trust Board if the debt exceeds £1,000. In all cases, the Trust Financial Controller will keep a record of debts that are written off. (The ESFA’s prior approval is also required if the debt to be written off exceeds the value set out in the annual funding letter).

10.7 **Custody**

All cash and cheques must be kept in the Finance Office/School Office safe prior to banking. Banking should take place every fortnight or more frequently if the sums collected exceed the insurance limit of the Office safe.

Monies collected must be banked in their entirety in the appropriate bank account unless top up petty cash funds are required. The individual academy Finance lead is responsible for preparing reconciliations between the sums collected, the sums deposited at the bank and the sums posted to the accounting system. The reconciliations must be prepared

promptly after each banking and regular review of the reconciliations will be taken by the Trust Financial Controller.

If funds are deducted to top up petty cash then the full receipt should be credited to the income nominal codes and the amount to be banked should be split between petty cash and the paying in slip control account as appropriate. Any entries such as these should be reviewed by the Trust Financial Controller.

11. Cash management

11.1 **Bank Accounts**

The opening of all accounts must be authorised by the Trustees in accordance with the requirements of the bank mandate. The Trust Financial Controller is authorised to close bank accounts with approval from a member of the Finance and Resources Committee.

11.2 **Deposits**

Each academy will have a paying in book, and banking of cash will remain the responsibility of the individual academy. Particulars of any deposit must be entered on a copy paying-in slip, counterfoil or listed in a supporting book. The details should include:

- the amount of the deposit;
- a reference, such as the number of the receipt or the name of the debtor; and
- a description of the reason for the deposit e.g water bottle sales if this is not clear on the receipt.

Where applicable the academy's online cash management system should be updated with any cash/cheque receipts, referencing the paying in slip number.

Each academy is responsible for ensuring appropriate segregation of duties in relation to cash-handling and banking arrangements. Examples of appropriate segregation of duties are shown in Appendix 3.

11.3 **Payments and withdrawals**

All BACs, cheques and other instruments authorising withdrawal from Trust bank accounts must be authorised by or bear the signatures of two of the authorised bank signatories.

This provision applies to all accounts operated by or on behalf of the Trust.

The Trust is subject to the Late Payment of Commercial Debts (Interest) Act 1998. At all times the Trust will attempt to pay suppliers according to agreed terms assuming goods or services have been successfully delivered.

11.4 **Administration**

The Trust Financial Controller must ensure bank statements are received regularly and that reconciliations are performed on PS Financials at least on a monthly basis.

Reconciliation procedures must ensure that:

- all bank accounts are reconciled to the Trust's cash book;
- local bank account reconciliations are prepared by the individual academy's Finance lead and reviewed by the Trust Financial Controller;
- central bank account reconciliations are prepared by the Central Finance Team; and
- central reconciliations are subject to an independent monthly review carried out by the CFO and adjustments arising are dealt with promptly.

11.5 **Petty Cash Accounts**

The Trust discourages the use of Petty Cash where possible and maintains a maximum cash balance agreed by the Trustees. The cash is administered by nominated Finance leads and is kept in an office safe where possible.

11.6 **Deposits**

Deposits to petty cash should be withdrawn from the schools MultiPay Card, withdrawn specifically for this purpose. However, to minimise the movement of cash across the Trust petty cash can be topped up from receipts following the procedure in 10.7 where this is more appropriate. The receipt should be recorded in the petty cash system within PS Financials with the date, amount and reference.

11.7 **Payments and Withdrawals**

In the interests of security, petty cash payments will be limited to £50 unless there are exceptional circumstances which must be agreed by the Trust Financial Controller. Higher value payments should be made directly from the main bank account as a staff expense or invoice payment as appropriate.

11.8 **Petty Cash Administration**

The academy Finance lead responsible for petty cash is responsible for entering all transactions into the PS Financials system on a regular basis and regular unannounced

cash counts should be undertaken by the Central Finance Team to ensure that the cash balance reconciles to supporting documentation.

11.9 **Physical Security**

Petty cash should be held in a locking cash box which is locked away securely overnight.

11.10 **Cash Flow Forecasts**

The Trust Financial Controller is responsible for preparing regular cash flow forecasts on a 12-month rolling basis to ensure that the Trust has sufficient funds available to pay for day to day operations. These forecasts are published in the monthly management accounts. If significant balances can be foreseen, steps should be taken to invest the extra funds. Similarly plans should be made to transfer funds from another bank account or to re-profile income and expenditure to cover potential cash shortages.

11.11 **Investments**

Investments are permitted in accordance with the Trust Investment policy and at the discretion of the Trust Financial Controller in Lloyds Bank deposit accounts and term-deposits. All other investments require the approval of Trustees.

All investments must be recorded in sufficient detail to identify the investment and to enable the current market value to be calculated. The information required will normally be the date of purchase, the cost and a description of the investment. Additional procedures may be required to ensure any income receivable from the investment is received.

12. VAT

The Trust is VAT registered. Monthly VAT returns should be submitted to HMRC following a full reconciliation and review of all accounts by the Trust Financial Controller.

13. Fixed assets

13.1 **Fixed Asset Register**

All items purchased with a value over the Trust's capitalisation limit of £1,000 must be entered in an asset register by the Central Finance Team.

The asset register should include the following information:

- asset description
- asset code
- location
- date of acquisition

- asset cost
- expected useful economic life
- depreciation – in accordance with the accounting policy detailed in the Financial Statements
- current book value

The Asset Register helps:

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

13.2 **Security of assets**

Stores and equipment must be secured by means of physical and other security devices. Only authorised staff may access the stores.

All the items in the register should be permanently and visibly marked as the Trust'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 governing body. Inventories of Trust property should be kept up to date and reviewed regularly. Where items are used by the Trust but do not belong to it this should be noted.

13.3 **Disposals**

General asset disposals

Items which are to be disposed of by sale or destruction must be authorised for disposal by the Trust Financial Controller and, where significant, should be sold following competitive tender.

Disposal of equipment to staff is not encouraged, as it may be more difficult to evidence 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.

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 ESFA a proportion of the sale proceeds.

Land and building disposals

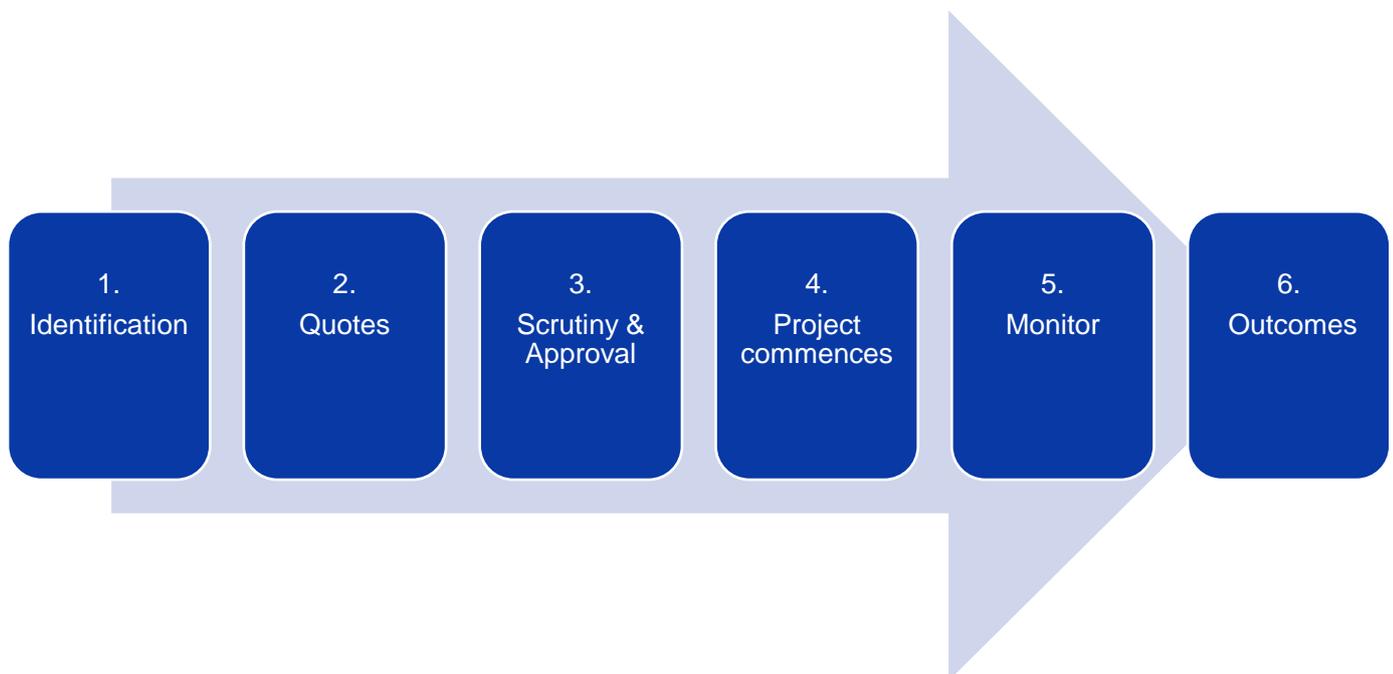
All disposals of land must be agreed in advance with the Secretary of State. The Trust must seek the approval of the ESFA in writing if it proposes to dispose of freehold of land or buildings.

13.4 Loan of Assets

Items of Trust property must not be removed from Trust premises without the authority of the Head Teacher.

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.

14. Capital procurement process



The above flowchart demonstrates the formal process to be followed for capital projects intended to be purchased using School reserves.

14.1 **Identification**

Schools should identify capital projects using the SGTG Capital Planning tool (appendix 1). Projects should be added to the tool at the earliest possible opportunity. Projects may be identified as part of external consultant review.

When identifying projects, Schools should be mindful of long-term building upkeep and planning ahead.

Capital projects should be included within the budget under 'Revenue contribution to capital' as appropriate, and should be clearly identifiable.

Relevant approvers (as per table in 3.5) should only be presented with project requests that have previously been included within a School's 3-year plan, unless in the event of an emergency.

14.2 **Quotes**

Schools should seek quotes in line with the SGTG Finance policy. Quotes should compare 'like for like' and preferred suppliers used where possible.

Schools should investigate established procurement frameworks, where possible, to assist with the tender process.

Schools should perform thorough analysis to determine which supplier they propose for the project, considering both value for money and quality of product. (see example analysis in Appendix 6)

Once quotes have been received and reviewed, the SGTG procurement form should be completed and shared with a member of the Central Finance team.

When quotes have been reviewed by the School and a decision made, the SGTG procurement form should, in cases where internal School approval can be given, be completed and approval given by the relevant School approver (e.g. Headteacher/Business Manager). This approval should be recorded in PSF via the electronic Purchase Ordering system and quotes maintained in School. In all other cases, the procurement form should be shared with a member of the Central Finance Team for consideration and/or escalation to the appropriate approver.

14.3 **Scrutiny & Approval – Projects that cannot be approved within a School**

In cases where approval cannot be given within the School, the Central Finance team will share the procurement form along with relevant documents with the appropriate Central

Finance Team member, Executive, SGTG committee or full Trust Board in line with the SGTG Finance Policy stated value limits.

As appropriate, a Central Finance Team member, Executive or Trustee may make a site visit to the school to review the intended capital project. This is recommended for complex projects that may be difficult to visualise on paper.

Additionally, the SGTG Head of Estates should be consulted regarding any significant capital proposals that may impact the Estates (eg. any non-minor building works). This is in order to consider any alterations to structure and any necessary Health and Safety and/or compliance considerations. In addition, the Head of Estates may also offer input on project plans and advise on suppliers and frameworks to help assist with the project proposal.

Schools may be invited to meet with the relevant Central Finance Team member, Executive, committee or Trust Board to provide further rationale for the project and add any further context not given in the completed procurement form, such as, providing further detail on anticipated outcomes.

Where approval of the committee or Trust Board is required, an Executive will then submit their recommendation to Trustees.

14.4 **Project commences**

Only once express approval has been granted from the appropriate approver should the supplier be instructed by the School to commence work.

14.5 **Monitor**

Schools should maintain full oversight of the project and ensure it progresses in line with agreed contract timescales.

Expenditure relating to the project should be closely monitored by the School to ensure it is in line with the approved budget. Where there is deviation from the budget this should be alerted to the Central Finance Team at the earliest opportunity to seek further authority to proceed as required.

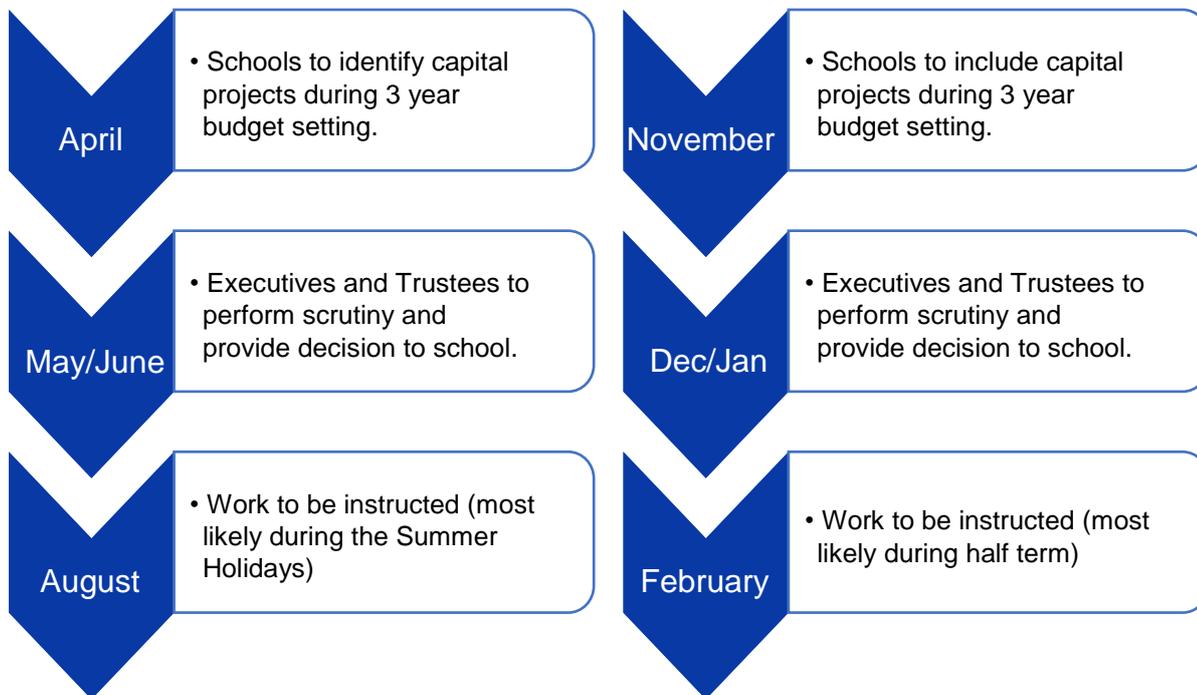
14.6 **Outcomes**

Trustees may ask for evidence that anticipated outcomes have been achieved, to determine the successfulness of the project.

14.7 **Timelines**

14.7.1 Capital projects funded from reserves - Projects that cannot be approved within a School

SGTG has 2 'windows' where capital projects to be funded from reserves can be submitted. Existing Schools should intend to submit their capital projects during the April window in line with their 3-year budget setting process. In order to allow for mid-year converting schools, a second window will be available in November.



All proposed projects should be in line with SGTG's reserves policy (see policy for relevant limit levels). Any request that would result in a School falling below SGTG's recommended level of reserves should seek prior approval from an Executive before seeking quotes.

14.8 Funded capital projects

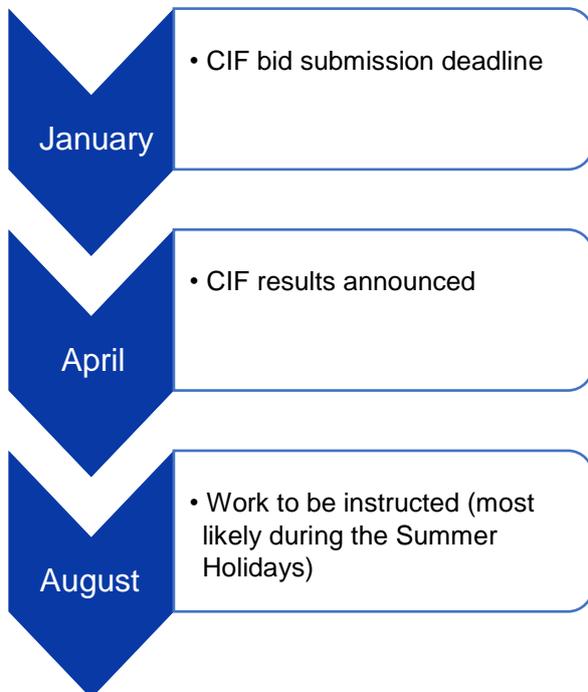
14.8.1 CIF Funding

The Condition Improvement Fund (CIF) is an annual bidding round to apply for capital funding. The priority for the fund is to address significant condition need, keeping school buildings safe and in good working order. This includes funding projects to address health and safety issues, building compliance and poor building condition.

Where a bid is to be submitted for CIF funding, Schools should liaise with the SGTG recommended external consultants for advice on submission.

Executives should be made aware in advance of any projects that are likely to be submitted. Executives should share with Finance Committee a list of all CIF bid submissions.

Expected timeline is as follows:



The Central Finance team are responsible for maintenance of the 'CIF portal'.

14.9 **SCA Funding (School Condition Allocation)**

Trusts with 5 or more schools and more than 3,000 pupils cannot apply for CIF. The trust instead receives a School Condition Allocation (SCA) to invest across their estate.

Additional guidance on the process of SCA will be issued if SGTG becomes eligible.

15. Risk management

The Trust's approach to Risk Management is overseen by the Finance and Resources Committee and specific risks are detailed within the Trust Risk Register. Schools are responsible for maintaining a local Risk Register at school level. Managing financial risks is summarised in the Trustees' report within the Annual Report and Financial Statements.

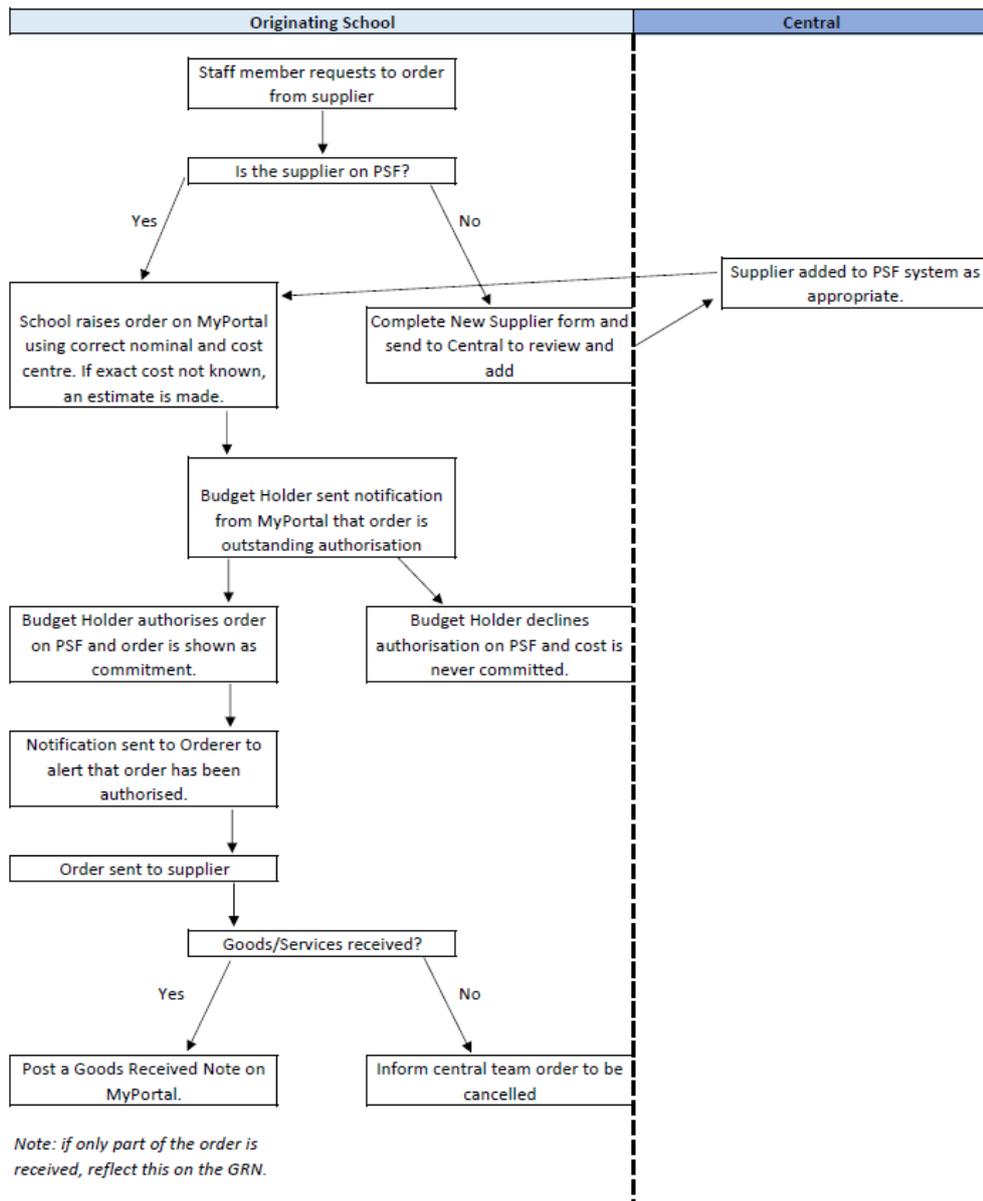
16. Standards

The Trust expects the highest standards of probity and professionalism from all its Trustees, Governors and employees. Mechanisms are established to allow for the timely raising of any

concerns in relation to financial matters and include the Trust's Whistleblowing Policy, Code of Conduct and Disciplinary Policy and Antibribery and Fraud Policy.

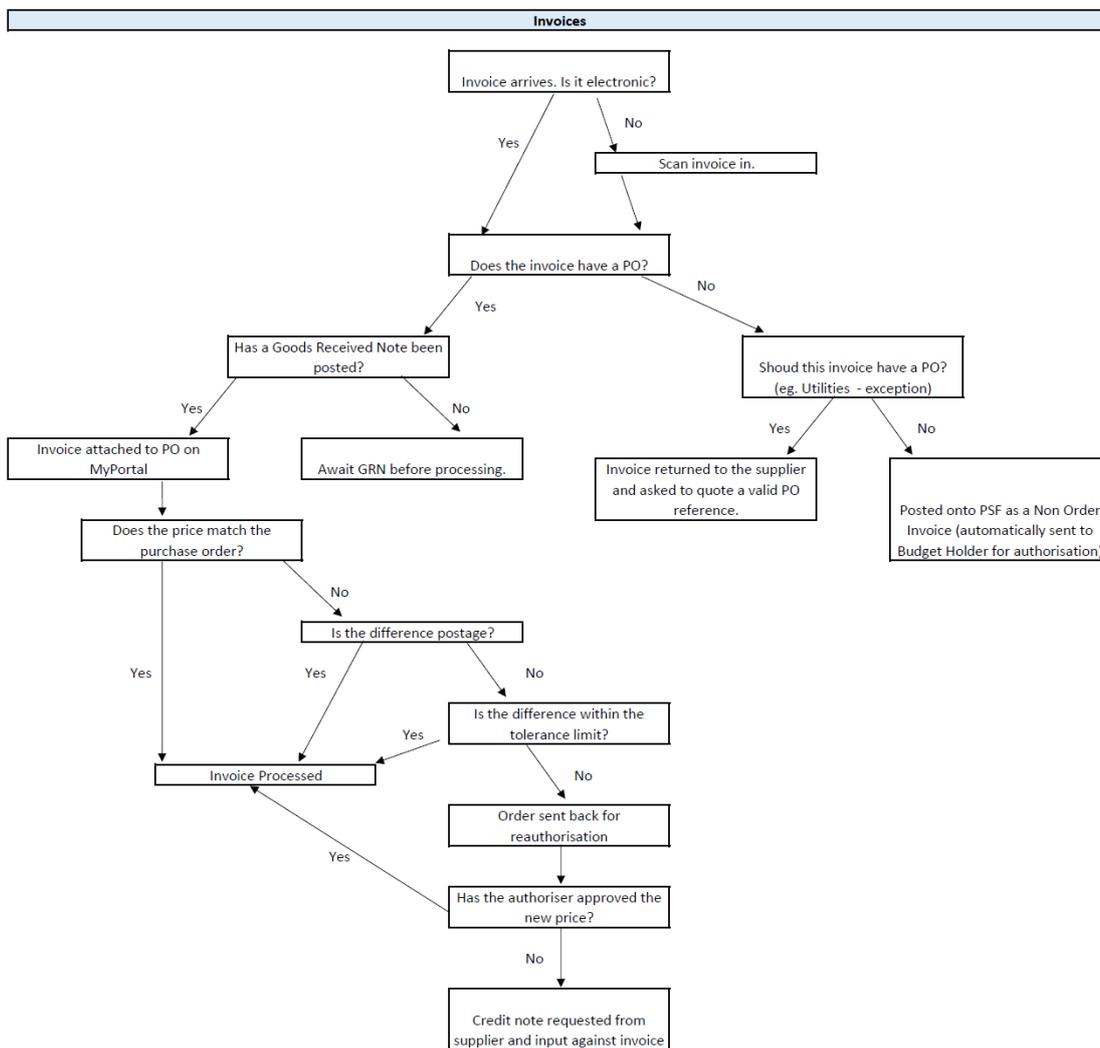
Appendix 1

St Gregory the Great Catholic Academy Trust Ordering Goods/Services



Appendix 2

St Gregory the Great Catholic Academy Trust Processing Purchase Invoices



Appendix 3

St Gregory the Great Catholic Academy Trust

Cash Handling Roles Matrix

The matrices below show appropriate separation of duties for cash handling roles for three person and two person operations.

3 person cash handling operation

Role	Handling cash	Preparing deposit	Reconciling receipts to deposit	Recording deposit to GL	Making cash deposit	Comparing deposits to GL entries
Person 1	x				x	
Person 2		x				
Person 3			x	x		x

2 person cash handling operation

Role	Handling cash	Preparing deposit	Reconciling receipts to deposit	Recording deposit to GL	Making cash deposit	Comparing deposits to GL entries
Person 1	x	x			x	
Person 2			x	x		x

Appendix 4

St Gregory the Great Catholic Academy Trust

Example Procurement Form



St Gregory the Great Catholic Academy Trust - Procurement Approval Form

Approval is sought for the procurement of a new telephony system at Christ the King Catholic Primary School.

Christ the King currently operate on a Leeds City Council hosted Cisco Call Manager phone system which is part of the broadband offer from Leeds; all handsets are VoIP handsets and connected back to a centralised Cisco Call Manager that is installed at Leeds City Councils premises.

We are in the process of moving the school's broadband connection away from Leeds City Council, and the new broadband connection will be installed from March 2020. The telephony contract has to move away from Leeds City Council at the same time, as the Cisco phone system will no longer be available to the Academy.

From which budget?

Christ the King's ICT Capital Budget

Procurement value

£
26,307

Procurement month and year

Dec-19

Who is leading the procurement?

Frances Clarke

Overview of the Procurement approach taken.....

We have used the services of TGE Solutions who are telecommunication consultants to assist with the procurement of the new telephone system. TGE assisted on the recent broadband procurement.

Proposals from the four tenderers were returned directly to TGE Solutions by Friday 13th December 2019.

Responses were reviewed week commencing 16th December 2019 and shortlisted and unsuccessful suppliers were notified week commencing 16th December 2019.

Shortlisted suppliers attended Christ the King on 18th December 2019 and made formal presentations on their proposals to Frances Clarke - Headteacher, Ann Sugden – Business Manager and Philip Allum of TGE.

From whom have quotes or tenders been received?

	<u>System & Install</u>	<u>Line Rental (5 yrs)</u>	<u>Support & Maint (5 yrs)</u>	<u>Total</u>
NGC Networks Ltd	£14,267	£3,840	£8,200	£26,307
Local Telecom Services	£9,745	£4,800	£2,380	£16,925
Incom CNS Group	£26,447	£3,840	£7,512	£37,799
Practical Networks	£31,962	£4,315	£2,380	£42,717

To whom is the proposed Procurement to be awarded and under what rationale?
(Please include a comment on price and quality considerations)

It is proposed to award the telephony contract for Christ the King to NGC Networks Ltd utilising an Avaya call manager and handset system. By utilising the new broadband connectivity and SIP trunk technology there is the opportunity to remove existing call costs incurred by Christ the King. The proposal from NGC allows for a cost effective solution for Christ the King but also provides a wider scalable platform for expanding a combined telephony solution for the Trust. This will provide for a single telephony solution connecting all schools within the Trust over the next 2 years once all schools within the Trust are on the new single broadband connectivity. There will be an immediate benefit to all schools to remove call costs by utilising the new SIP Trunk technology however there will be a requirement to invest in new handsets and additional SIP trunks for the schools. To expand the system to other Trust schools, an additional call manager system would be required for back up purposes at approx £6k. Further work is required to develop an implementation plan for all schools within the Trust.

It was decided not to appoint LTS due to their system not being easily scalable and a potential risk of their technology platform being discontinued in the foreseeable future.

What is the approval route required for this Procurement?

This procurement is less than £50,000 and may be approved by the Finance and Resources Committee.

please select

Approved by Date
Member of Finance and Resources Committee

Please lodge this form along with copies of quotes and tender documentation with the Trust Accountant.



The
St Gregory the Great
Catholic Academy Trust

'Where love exists, it does great things'

All policies are written in line with our Trust Mission Statement:

Within the St Gregory the Great Catholic Academy Trust, our academies are communities where our children and young people are given a clear vision for life, a vision which is rooted in the person and teachings of Jesus Christ and which is faithful to the mission of the Catholic Church.

St Gregory the Great Catholic Academy Trust is a charity and a company limited by guarantee.

Registered in England and Wales.

Company number 10785982

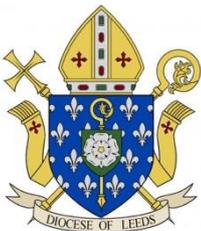
Registered office Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW

Website: stgregorythegreatacademytrust.org.uk

Tel: 0113 8246360

Email: info@sgtgcacat.org.uk

CSEL: Mr Peter Hughes NLE



Diocese of Leeds
Vicariate of Education