



THE GOOD SHEPHERD

Multi Academy Trust

DECEMBER 2014

Paper 6 – Procurement and central services

Legal basis

1. The Master Funding Agreement requires the Trust to comply with the Academy Financial Handbook (AFH), which states the Trust must ensure that:

- spending has been for the purpose intended,
- no director, governor, employee or related individual or organisation gains from their position by receiving payment under terms that are preferential to those that would be offered to an individual or organisation with no connection to the Trust,
- all directors have completed the register of business interests and there are measures in place to manage any conflicts of interest,

Key principles

The Trust undertook a series of consultation workshops to scope the central service provision, find out what the school priorities were and develop a definition of quality for that service.

1. Academies will be fully involved in the development of central services which will be an ongoing process. In tendering services, academy requirements will be scoped and where appropriate recommendations and best practise sought. External services provision will be reviewed before contracts are renewed and feedback sought from academies as part of this process.
2. The Trust will develop a purchasing policy that will ensure that money is spent in a way that is fair, open and good value for money. The Trust will encourage engagement with suppliers who share its vision and values as a Christian organisation.
3. When looking at the contract value to determine appropriate tendering arrangements, the Trust will need to determine how much is spent across the Trust by all of the academies, and over how many years to determine the overall contract value.
4. Academies will be expected to use the purchasing policy in procuring supplies and services at a local level

- there are no payments to any director by the Trust unless such payments are permitted by the Articles and (where applicable) comply with the terms of any relevant agreement entered into with the Secretary of State,
 - there is probity in the use of public funds,
 - a competitive tendering policy is in place and applied.
2. The Trust acts as employer for all staff, is the accountable body, the legal entity and is responsible for its operation to the Secretary of State, Companies House and the Charity Commission.
 3. The same principles would apply to standalone academies.

according to the Scheme of Delegation.

5. With the status as accountable body, certain roles and responsibilities and levels of control, dictate some of the central functions of the Trust. These include:
 - central governance functions: supporting the board of directors, maintaining records, compliance with requirements of Companies House, Charity Commission, DFE, Secretary of State, OFSTED, and statutory policy delivery, for example,
 - financial functions: funding agreement/s, financial policies, licences, internal and external audit, central financial management system, VAT returns, central budgeting and banking arrangements, and asset management support,
 - human resources functions: recruitment support, employment advice and support, employment policies, review and paperwork, and payroll,
 - legal functions: due diligence and conversion support,
 - health & safety functions: policy setting and review, training, advice & support, H&S inspections,
 - insurance: this will be split into central Trust-wide insurance policies such as employer's liability and public liability, with things such as minibus insurance being

Continued overleaf

optional (and rechargeable) depending upon the needs of the individual academies,

- academy performance monitoring: reporting to the board. This could then be linked to the development of a potential school improvement brokering service,
- local governing body support with: appointment of the chairs, recruitment of new directors, training, Headteacher performance management, school admissions, school organisation and appeals processes, for example.

6. To provide quality, services provided centrally will be flexible and responsive to the needs of the individual academies and the Trust as a whole. Academies will be fully involved in assessing this.

7. Existing service contracts will be reviewed as part of

the due diligence process (see Paper 12 – Miscellaneous).

8. There are a variety of other services that could be provided centrally for economies of scale and developing and sharing best practise.

Areas that could be included are:

- school improvement,
- SEN,
- utilities,
- I.T,
- fire and security services.

Please note this is not an exhaustive list.

9. This could also include services for a group of academies that work together within a Cluster Board.