



The View Trust
MULTI-ACADEMY TRUST

CHARGING AND REMISSIONS POLICY THE VIEW TRUST

INTRODUCTION

All children are entitled to a broad and balanced education. At The View Trust we believe that study support enhances the curriculum and therefore offer a range of in and out of school study support opportunities and educational visits. Where Study Support is curriculum based it is budget led and all pupils will have the opportunity to attend, providing that parental consent has been ascertained.

Voluntary contributions may be requested to cover refreshments or additional activities not wholly curriculum related.

Each Academy within the Trust will have a separate policy, detailing how the specific funds are used within the school.

PUPIL PREMIUM GRANT

Some pupils are eligible for the Pupil Premium Grant (PPG). The PPG is applicable to children on roll, in Reception to Year 11, who are:

- Registered as eligible for Free School Meals (FSM)
- Entitled to Free School Meals (FSM) in the last six years (Ever 6)
- Post LAC pupils

We are keen to maintain the confidentiality of individual family's financial circumstances and we therefore target PPG at a variety of specific costs.

Please note: PPG is not an individual budget allocated to a family for their child's education. Each Governing Body makes the decision on how Pupil Premium should be targeted to ensure efficient and effective outcomes for children who are eligible. The exception to this is would be if financial powers have been retained by the Trust due to an individual school's underperformance/ lack of capacity.

BUDGET SETTING

The Principal, School Business Manager and Finance Manager in each Academy will draw up an outline budget which takes account of the total available funding

- Components of the budget will be prepared using a standard template, including sufficient detail to allow monitoring of expenditure
- The Governors may refer the proposal back to the Principal for further amendment and resubmission
- Each school's budget will be proposed to the Board of Trustees for formal ratification
- Once approved, the School Finance Managers will be responsible for determining the phasing of the budget.

EXPENDITURE

Expenditure may only be committed within the financial protocols set by The View Trust, these being the responsibility of the Trustees to approve and the Trust Finance Team to communicate. Within each Academy, each Principal is responsible for allocating funding to individual budget holders and they are then responsible for authorising expenditure within the phased budget agreed for their area. This will always be in accordance with The View Trust's approved financial procedures and, through cost centre management, each budget holder will track the progress of their expenditure against the agreed budget.

EXPENDITURE CONTROL

The Finance Managers will make available reports for the whole school, and for each budget holder, showing the expenditure against budget, both monthly and for the year to date. Each month, the Finance Managers will communicate Income and Expenditure and cash reports including actuals, variances and year-end forecasts, to the Principal.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle

Person responsible for the Policy:	School Business Manager (Tor View School)
Colleagues affected by this Policy:	All Trust employees
Approved and adopted by Trustees:	9 th March 2017
Next Review:	2020