



Central Fund Policy

LINKS: Capital Funding Policy, GAG Pooling Policy

DATE: Sept 2026

POSTHOLDER RESPONSIBLE: CFO

TRUSTEES/GOVERNORS COMMITTEE: FO&A Committee

AUDIENCE: All Trust Staff

STATUS: Approved

DATE RATIFIED: 24th September 2026

DATE OF NEXT REVIEW: This Policy will be reviewed every 2 years

STATUTORY/NON-STATUTORY: Non Statutory

Summary of Changes

Date	Para	Revision
Sept 2026	All	Initial Issue

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1. Introduction

Following the adoption of the “Pooling Policy”, the pooling arrangement gives rise to a “Central Fund”.

The Central Fund holds the residual balance of unspent pooled income and reserves after agreeing staffing and resources for each school.

This “Central Fund Policy” sets out how Central Fund will be administered, allocated and spent.

2. Use of Central Fund

The Central Fund can be used by the Trust to divert funds to specific projects or to meet the normal running costs at any of the Trust’s constituent Schools and the Central Function.

Where the residual balance held in the Central Fund is in a deficit position, no funding will be made available through the central fund to either constituent Schools or the Central Function.

Any residual balance held in the Central Fund may be accessed by the constituent Schools and Central Function through the bid process. To access the fund, a business case must be submitted requesting funding for a specific project, initiative or expenditure requirement. The bid process has been outlined in section 3.

The approval of such spend must still follow the procurement process and Scheme of Delegation to ensure Value for Money and that due care is taken.

3. Bid Process

Where there are available surplus funds within the Central Fund, constituent Schools and the Central Function may bid for an element of the funding following the process below:

3.1. Applicant to complete the bid template

The Trust has developed a bid template, which must be used to record details of the item or project for which they are seeking funding.

The template enables the applicant to report the following details about the bid:

- The project and what the project expenditure is for
- Outline the benefits that would be generated from the expenditure in terms of:
 - Financial efficiencies
 - Operational efficiencies
 - Educational outcomes
- The total cost of the project
- Whether there is any funding coming from other sources

- How the impact of the project will be measured

3.2. CEO/Trust Board to review each bid

The Chief Executive Officer will review each bid and can approve expenditure in line with the Trust Scheme of Delegation. Bids in excess of that value will need to be approved by the Trust Board.

Bids will either be accepted, accepted subject to alterations or denied – and a central register of all applications maintained.

3.3. Bid approved

When a bid is approved, the Trust will **liaise** directly with that constituent school and confirm the following:

- Approval of the item/project
- The amount of funds being approved
- Timing of the project
- How the funds will be released (i.e. paid directly, through a reimbursement arrangement or offset against other amounts)
- Whether an Impact Report is required

The CEO/Trust Board can request that an impact report is provided following the delivery of the expenditure/project, so that it can assess the performance of the project, whether the anticipated outcomes were achieved and whether Value for Money was achieved.

3.4. Bid approved subject to alterations

Where a bid is approved, the Trust will **liaise** with the constituent school about the proposed alterations.

If, after consultation, no agreement has been reached, the bid will be denied.

If, after consultation, agreement has been reached, the Trust will liaise directly with that constituent school and confirm the following:

- Approval of the project
- The amount of funds being approved
- Timing of the project
- How the funds will be released (i.e. paid directly or via a reimbursement)
- Whether an Impact Report is required

The CEO/Trust Board can request that an impact report is provided following the delivery of the expenditure/project, so that it can assess the performance of the project, whether the anticipated outcomes were achieved and whether Value for Money was achieved.

3.5. Bid denied

Where a bid is denied, the Trust will **liaise** with the constituent school to confirm the decision and set out why this decision has been taken.

Where a bid proposal is denied, the decision taken is final.

4. Ad-hoc funding requirements

There may be instances where there are ad-hoc funding requirements. Examples include, but are not limited to:

- Emergency works on buildings, where the issue was not known
- Safeguarding issues
- Educational standards issues (i.e. following an Ofsted inspection)

In such cases, a constituent school is permitted to request funds from the Central Fund to cover such costs.

These cases must be immediately communicated to the Trust through the Central Operational Team who will assess each case and confirm whether or not the bid process needs to be followed.

5. Reporting of the impact of the project

As set out in section 3, the CEO/Trust Board may require an impact report to be completed once the expenditure or project has ceased, in order to assess the project's performance.

Each approved bid/project will have different Impact Reporting requirements. The Impact Reporting requirements will be confirmed and set out when the bid is approved. Each constituent school must produce its impact report in line with the timeframes and format stipulated when the bid was approved.

6. Appeals process

There is no opportunity to appeal bids, with the CEO/Trust Board's decision being final dependant on the scheme of delegation and monetary request threshold.