

# SHAW WOOD ACADEMY



## INVESTMENT POLICY

Date Prepared : March 2018	Prepared By : MR	Reviewed Date : March 2021
Approved By Governors :	Signed By Chair :	Dated By Chair :

## 1. Aims

This policy aims to ensure that:

- The academy trust's funds are used only in accordance with the law, its articles of association, its funding agreement and the Academies Financial Handbook
- The trust's funds are used in a way that commands broad public support
- Value for money (economy, efficiency and effectiveness) is achieved
- Trustees fulfil their duties and responsibilities as charitable trustees and company directors

## 2. Legislation and guidance

The [Academies Financial Handbook](#) states that academy trusts are required to have an investment policy to:

- Manage, control and track their financial exposure
- Ensure value for money

This policy is based on the Academies Financial Handbook and guidance from [The Charity Commission](#). This policy also complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 Academy trustees

Academy trustees will ensure that investment risk is properly managed. When considering whether to make an investment, trustees will:

- Act within their powers to invest, as set out in our articles of association
- Exercise caution in all investments, reducing risk and ensuring that the trust acts with the utmost integrity
- Take investment advice from a professional adviser, as appropriate
- Ensure that exposure to investment products is tightly controlled so that security of funds takes precedence over revenue maximisation
- Ensure that all investment decisions are in the best interests of the trust and command broad public support

Trustees will seek prior approval from the Education and Skills Funding Agency for investment transactions that are novel or contentious.

**Novel transactions** are those of which the academy trust has no experience, or are outside the range of normal business activity for the trust.

**Contentious transactions** are those which might give rise to criticism of the trust by Parliament, the public, and the media.

### 3.2 Finance committee

Academy trustees delegate responsibility for the trust's investments to the finance committee.

The committee is responsible for:

- Controlling and tracking financial exposure
- Reviewing the trust's investments
- Reporting to trustees on investments

### 3.3 The Head of Business

The head of business is responsible for producing budgeting/forecasting and for making recommendations on investments. The head of business also provides information to the finance committee and academy trustees, as appropriate.

## **4. Investment principles**

We only invest funds in low risk and easily-accessible accounts. Funds will be placed in bank accounts with a withdrawal notice of no more than 90 days unless approved by governors in advance.

Risk is managed through diversification of investments, ensuring that the security of funds takes precedence over revenue maximization.

Funds will only be placed with banking institutions that are regulated by the Financial Conduct Authority and with good credit ratings.

## **5. Procedures**

The following people are authorised signatories:

- Phil Crawley
- Matthew Ridley
- Lindsey Taylor
- Anna Horsfield

Before any funds are invested, the 2 authorised signatories will sign to indicate they agree to the investment. An investment authorisation form can be found in appendix 1.

The following information will be recorded about investments:

- Date
- Amount and description of the investment
- Length of investment
- Interest rates/expected return

The head of business will review interest rates and compare them with other investment opportunities annually.

Cash flow and current account balances will be monitored regularly by the head of business to ensure immediate financial commitments can be met and that the current account has adequate balances to meet forthcoming commitments

When there are funds surplus to immediate cash requirements in the current account, we will transfer these to an account with a higher interest rate.

Investments will normally be for a fixed-term that does not exceed one year unless there is a clear rationale for longer-term investment that would benefit the trust.

Funds, and any interest earned on those funds, will be automatically reinvested unless money is required for immediate or anticipated expenditure.

## **6. Monitoring arrangements**

The head of business monitors the implementation of this policy.

This policy will be reviewed and approved by the academy trustees every 3 years.

# Appendix 1: investment authorisation form

Date investment made		Duration of investment	
Amount			
Interest rate		Expected return	
Description of investment			
Details of where the investment is held			
Signatory name print		Signatory name print	
Signature		Signature	
Date		Date	