

TITLE: Investment Policy	REF: GOV030	VERSION: 1
APPROVAL BODY: CEO Office	DATE: 27.03.19	REVIEW DATE: 26.03.23
LEAD PERSON: Head of Finance		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
11.03.19	Policy Committee	New Policy Review
26.03.23	CEO Office	New Policy Approval

Investment Policy

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations by Activate Learning Education Trust (ALET) regarding the management, control and tracking of financial exposure relating to investments and to ensure value for money.

Investment principles

ALET will 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 12 weeks.

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.

Links with other policies

This investment policy links with our policies on

- GOV031 Accounting Policy
- GOV041 Competitive Tendering Policy

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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 Finance

The Head of Finance is responsible for producing cash flow forecasts and for making decisions on investments. The Head of Finance also provides information to the finance committee and academy trustees, as appropriate.

4. Responsibilities

The Trust Board

The Trust board and their policy committee are responsible for monitoring this Investment policy's effectiveness and holding the trust leadership group to account for its implementation.

ALET's Leadership Group

The leadership group are responsible for ensuring this policy is adhered to and applied consistently.

5. Procedures

The Leadership Group and the Head of Finance are the authorised signatories.

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 Finance 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 Finance 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.

A maximum of £85,000 will be placed with one financial institution. This is because the first £85,000 of an investment is protected by the Financial Services Compensation Scheme.

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 CFO monitors the implementation of this policy.

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

7. Example investment authorisation form

Date investment made	<input type="text"/>	Duration of investment	<input type="text"/>
Amount	<input type="text"/>		
Interest rate	<input type="text"/>	Expected return	<input type="text"/>
Description of investment			
<i>State what type of investment is being made and how it will benefit the academy trust</i>			
Details of where the investment is held			
<i>Insert name and address of bank or building society</i>			
Signatory name print	<input type="text"/>	Signatory name print	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>