

Corvus Learning Trust

Policy Documentation

Name of Organisation	Corvus Learning Trust / [School Name]
Name of policy	Investments Policy
Status of policy	
Consultation	This policy has been developed following a process of consultation with: The Chief Business and Finance Officer - CBFO The Chief Executive Officer - CEO School Business Managers – SBM Headteachers The Board of Trustees

Relationship with other policies

This policy should be read in conjunction with:

Corvus Finance Policy

Additional School/Trust Supporting Documents

Whilst Corvus Learning Trust will be looking to align all policies we do wish to ensure there is an opportunity for Local Governing Bodies to retain some flexibility in order to respond to any identified school need. Should this be the case this will be included as a separate appendix to this document. This is included as Appendix * delete as appropriate

Date policy was agreed by Trustees **4th December 2018**

Date policy was agreed by LGB

Date for review by Trustees **4th December 2019**

1. Introduction

The purpose of the Investments Policy is to set out ways in which the Trust/school may invest monies surplus to operational requirements in furtherance of the Trust's charitable aims and to ensure that investment risk is properly and prudently managed.

2. Objectives

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

2.1 The investment objectives are:

- To ensure there is no risk involved in the capital value of any cash funds deposited or invested.
- To ensure adequate cash balances are maintained in the current account to cover day to day working capital requirements without the accounts becoming overdrawn.
- To protect the capital value of any invested funds against inflation in so far as is possible by maximizing the return on invested funds.

3. Liquidity and spending

- 3.1** The CBFO / SBM is responsible for producing regular cash flow forecasts as a basis for decision making. This will ensure that there are adequate funds to meet all payroll related commitments and outstanding creditors that are due for payment.
- 3.2** A sufficient balance must be held in the current account so that The Trust's/school's financial commitments can always be met without the bank account going overdrawn.
- 3.3** Where the cash flow forecast identifies a base level of cash funds that is surplus to requirements then these may be invested in interest bearing deposit accounts.

4. Investment Strategy

- 4.1** The time period for a deposit account should normally be around 30 days and no longer than 12 weeks. This is to ensure that the cash is available when required to meet unforeseen expenditure requirements, with typically 30 days payment terms
- 4.2** Funds should only be invested in low risk, easily accessible accounts.

- 4.3** All institutions must be UK institutions covered by the UK guarantee and regulated by the Financial Conduct Authority.
- 4.4** Approvals to set up new deposit accounts or to make a change to the contract terms shall require the approval of the CEO/Headteacher and the Board of Trustees/LGB
- 4.5** All accounts should be set up so as to allow transfers out to be made into the principal Trust/school current bank account only.

5. Monitoring and Review

- 5.1** The Trust/School has authorised signatories, two of which are required to sign instructions to the deposit-taking institution.
- 5.2** The CBFO/SBM will monitor the cash position and cash flow forecast and report investments held and the performance of investments against objectives to the Board of Trustees/LGB at regular intervals, depending on the terms of the investments. For example if investments are held for one year then an annual report is appropriate.
- 5.3** This Investment Policy will be reviewed by the Board of Trustees/LGB on an annual basis to ensure continuing appropriation.