



Dear All,

## **GALILEO MAT TOP-SLICE STATEMENT & APPEALS POLICY**

Section 5.29 of the 2020 Academies Financial Handbook makes clear that a Multi Academy Trust has the freedom to amalgamate a proportion of general annual grant (GAG) funding from all its schools to form one central fund to be used to meet the normal running costs at any of its constituent academies within the trust. This is referred to as 'top-slicing'.

For Academic year 2021/22 we propose retaining 6.5% of each individual schools GAG funding. This is a reduced contribution from prior years, which also included a 6.5% contribution from Early Years funding.

For academic year 2020/21 the Central top-slice will be used to fund the following expenditure on behalf of the schools within the Trust:

- Strategic Management
- Strategic HR Support
- Financial Management
- Strategic Estates Management
- Expert Safeguarding Support, training, and Audit costs
- Educational Psychologist Services (EPS)
- Central Support Staff Costs
- Education & Welfare Officer Support
- Trust wide Internet provision & telephony Services
- External Audit
- Internal Assurance
- Legal Services
- Health and Safety Support (incl. fire risk assessments)
- Completion of Education and Skills Funding Agency (ESFA) returns costs

- Bank charges
- Annual actuary re-valuation fees
- Finance Software Hosting fees
- In-house Leadership & Staff Development Training
- National College CPD subscription
- School Improvement Consultancy
- GL Pupil Progress assessment pilot
- Governance Support Services and full Clerking services (incl. Local School Boards)
- Comprehensive Governors training package
- Payroll administration and Teacher Pension returns
- Support in training and up-skilling of administration and finance staff to meet trust-wide procedures and standards
- Website design, build and compliance
- Data Protection Officer Services
- Data Analyst Support Services
- School to School support costs
- Evolve Risk Management system

Outside of the Central Team Top-slice, the trust will work collaboratively and use its purchasing power on those high-value purchases/services to ensure that we provide best value for taxpayers and ensure we target as much money to front-line children.

Separate accounts relating to the running of the trust will be maintained and made available to all Galileo MAT schools in the annual Statutory Report.

The Trust reserves the right to amend this policy on an annual basis at the beginning of each financial year. Where appropriate the Central Top-Slice may be adjusted to reflect the costs relating to that financial year, the increasing services provided directly by the Trust or cost savings generated through streamlining of back-office functions.

The top-slice will be kept under regular review by the Central Executive Team. As the Trust's work develops recommendations from the Central Executive Team will be considered by the Finance & Resources Committee.

## **Appeals policy**

Section 5.30 of the Academies Financial Handbook states:

“The Multi Academy Trust must consider the funding needs and allocations of each constituent school, and must have an appeals mechanism. If a constituent school’s Head Teacher feels the school has been unfairly treated, they should appeal to the Trust. If the grievance is not resolved, they can appeal to the Secretary of State, via ESFA, whose decision will be final and who can dis-apply the pooling provisions.”

As such our appeals process is:

- The constituent Schools have 10 working days from the issuing of a Top-Slice Statement from the CFO to the school to appeal.
- Appeals should be made in writing in the first instance directly to the Chief Executive Officer (CEO) who will consider the appeal and notify the school of their decision within 10 working days of receipt of the written appeal.
- If the school is dissatisfied with the decision from the CEO, they are entitled to appeal against this to the Board of Trustees. A group of three Trustees, minimum, from the Board will investigate the original appeal from the school and come to a decision and advise the school accordingly.
- If upon this decision from the Board of Trustees, the school is still dissatisfied with the outcome, they are entitled to appeal further to the Education and Skills Funding Authority. This is stage three and the final stage in the appeals process.