



St Thérèse of Lisieux Catholic Multi Academy Trust

RISK MANAGEMENT POLICY

Approved October 2018

Review September 2019

Audience:	Directors, Local Governing Bodies, Central Team and all other CMAT employees
Approved:	Directors – 8th October 2018
Other related policies:	
Policy Owner:	Louise Wilson – Chief Executive Officer
Policy Model:	Compliance – all CMAT academies use this policy
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Principles

The Directors of St Thérèse of Lisieux Catholic Multi Academy Trust (the “Company”) have overall responsibility and ultimate decision making authority for all the work of the Company, including the establishing and running of schools. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Directors have the power to direct change where required.

The Directors have delegated authority for the running of each of its schools to a Governing Body (the “Governing Body”), who in turn also fulfils a largely strategic role in the conduct of the school, further delegating authority to a head teacher and senior management team who are responsible for the internal organisation, management and control of the school on a day to day basis. The responsibilities of the Governing Body are set out in a “Scheme of Delegation”, which has been put in place by the Directors.

Risk management must prioritise and protect:

- The safeguarding of high quality and effective education of the young people in the schools;
- The reputation and ethos of the Company;
- The common good in terms of the interests of the families in the communities served by the schools and the pupils of the future as well as the collective interests of the family of schools run by the Company;
- The Scheme of Delegation and the balance struck between central management and local responsibility.

The responsibility of each Governing Body

It is the responsibility of each Governing Body (the governors) to implement, monitor and verify such policies and procedures to facilitate an annual statement of compliance on those risks identified by the Board. The governors should take such steps needed to meet their legal obligations including the requirements of the Education Funding Agency and the Department for Education (or any successor body) as they relate to the operation of the schools. The governors should provide resources to mitigate identified risks and declare any non-compliance to the Directors. The governors should commission on a regular basis external verification of internal systems so as to ensure the systems fitness for purpose and compliance to current standards.

The responsibilities of the Directors

It is the responsibility of the Directors to identify those risks which arise from academy status and membership of a multi-academy trust and develop policies and procedures which mitigate these risks (taking account of the principles identified above). To mitigate financial risk the Directors will require all academies to use approved banking arrangements, audit arrangements, financial management systems, and premises insurance and building surveyors. Rigorous safeguarding policies are also a requirement for all academies.

Beyond these areas the Directors should identify risks common to all schools, set policy frameworks but seek not to impose specific control mechanisms for these risks as

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responsibility lies with the individual Governing Bodies. The Directors should receive compliance reports from the Governing Bodies (and declarations of non-compliance) and develop systems to support (having regard to the principles of subsidiary and solidarity) individual schools to mitigate risk to the Directors and the Company generally.

Operation of the Risk Management Policy

The Directors should appoint annually an Audit Committee made up of appointed Directors, representatives of the Governing Bodies and suitably experienced co-opted members as may be required. The terms of reference should identify that a minimum of two Directors should serve on this committee, with three being present for the committee to be quorate.

It is the duty of this committee to review the termly schedule of self-assessments made by individual academy Governing Bodies, consider how to support schools to mitigate identified risks and report to the Directors each term on the risks identified.

The Appendix below sets out the risk reports that the schools are required to provide to the Directors to be assessed by the Audit Committee.

The Nature of the Risks

- **The safeguarding of those involved in the enterprise**

The Directors and Governing Bodies will be required to have safeguarding (including safer recruitment and e-safety) policies which comply with the requirements of the appropriate Safeguarding Board.

- **The employment of those involved in the enterprise**

The Directors and individual academies should have a suite of legally compliant and common personnel policies, supported by advice and insurance.

- **The stewardship of the premises and site and the health, safety and welfare of those who use the site**

The Directors reserve the right to direct individual academies with regard to the insurance of Company property (buildings, land and assets) and to approve and be kept informed of planned capital works. The academy should develop comprehensive health, safety and welfare policies to include systems to monitor compliance with regulation and good practice and to externally assess these at a regular period.

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- **The ethos and character of the enterprise and the academic standards attained**

The governors should report to the Directors on any OFSTED or other inspections and reports. Equally the Directors should be informed of trends and actual academic outcomes and other key indicators identified by OFSTED (or any successor body) in order that the Directors may broker support and advice from within (or beyond) the Company to minimise the possibility of the Secretary of State using his reserve powers in relation to one of the schools for which the Company is responsible.

- **The financial integrity of individual academies**

The Directors reserve the right to direct academies to bank with a named bank and to direct academies to use the services of agreed auditors. The Directors reserve the right to have annual agreed budget plans, termly budget summaries and annual outturn statements reported to it. Academies will not be permitted to operate deficit budgets without specific approval from the Directors. The governors will agree such policies as required to comply with DfE requirements on the operation of academies, including in relation to the procurement of goods and services. The governors will appoint a suitably experienced “responsible officer” who will oversee the financial integrity of the academy with a particular reference to levels of delegation and the avoidance of over-reliance upon key individuals.

- **The capacity of the Directors and the Governing Bodies to discharge their duties**

The Directors and individual Governing Bodies will be expected to make an annual self-assessment of the skills and experience they require and their capacity to fulfil those requirements. All governors should be subject to a basic DBS check. Plans to mitigate deficiencies should be passed to the relevant Governing Body and the Directors. All Directors and governors are required to make a declaration of interests at the beginning of each meeting. The Company will operate a Conflicts of Interest policy. The Company will ensure that good quality legal advice is available to the Directors, the schools and those responsible for running the schools on a day to day basis.