



Reserves Policy

Adopted by the Board of Directors: May 2025

School Mission Statement

“To create and sustain, with God’s help, a learning, caring and serving community where all people are valued for who they are and who they may become in the light of Jesus Christ.”

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

RESERVES POLICY

Purpose

Retaining sufficient free reserves is a key tool in the management of financial risk which can result from:

- Falls/delays in income
- Rising costs
- Unexpected costs – including emergencies

The maintenance of free reserves also allows for saving for future development.

For example:

- to deliver the Trust’s estate’s strategy
- to provide for significant investment in the curriculum, IT or other improvement strategies as outlined in the School’s Development Plan.

Scope

The Directors, in conjunction with the Headteacher, are responsible for ensuring compliance with St Bede’s Inter Church School Academy’s Policies and Procedures.

Procedure

- The Finance Director should propose an acceptable level of reserves to be retained to the Directors identifying the need to manage financial risk but at the same time ensure that the School’s funding is being used to benefit its students.
- The Directors should agree the value of reserves to be maintained in a year as part of the budget approval process.

Our Reserves policy is to hold at least 5% but not more than 20% of total income for the year in free reserve in accordance with the guidance published by the Department of Education in October 2024.

This Policy will be reviewed by the Finance Committee on a yearly cycle and be approved by the board of directors and the Headteacher.