

Pen Mill Infant and Nursery Academy
St Michael's Avenue
Yeovil



Capital and Revenue Reserves Policy

Headteacher

Mrs M House

Chair of Governors

Mr M Sibley

Due for review: January 2016

Our school is committed to the safeguarding and welfare of our children.
All appointments and volunteers are subject to close scrutiny and CRB
Disclosures

ESAFETY STATEMENT

At Pen Mill Infant & Nursery Academy we are committed to the use of computer technologies and recognise the Internet as a valuable tool for learners of all ages. The Internet is increasingly providing the focal point of educational content within the UK. However Pen Mill Infant & Nursery Academy acknowledges that computers and the internet do have the potential for inappropriate use and access to undesirable material and that we have a duty of care to protect our pupils.

All pupils use computer facilities, including the internet, as an essential part of the curriculum and to support learning opportunities within the school.

There are well publicised concerns regarding access to material on the internet that would be unsuitable for pupils. Whilst it is impossible to ensure that pupils will not access such material, the school in liaison with South West Grid for Learning, is taking all reasonable steps to minimise pupils' access to unsuitable material. These include:

- Use of a filtered Internet Service to prevent access to internet sites with undesirable material
- The requirement that wherever possible, all Internet access during school hours will be supervised by a member of staff or another responsible adult
- We have a designed the following Internet Rules which we share with parents and pupils.

Pen Mill Academy Internet Rules

We only use websites our teacher has chosen.

We immediately close any webpage we don't like.

We never give out a home address or telephone number.

We never arrange to meet anyone we don't know.

We never use internet chat rooms.

We tell the teacher if we see anything we are unhappy with.



Whilst these filtering procedures are put into place within the school, Pen Mill Infant & Nursery Academy adopts an approach to emphasise the need to children to respect the internet and ways to keep themselves safe when accessing the internet from other sources including home access and the use of mobile phone technology. Ways in which to prevent cyber-bullying are discussed and what steps should be taken if a situation arises.

PEN MILL INFANT AND NURSERY ACADEMY

CAPITAL

Purpose

Academies are expected to create reserves from their annual GAG funding. During the early years of operation GAG Funding levels create little opportunity to achieve a surplus. Currently, the DfE provides minimal funding in the way of Devolved Formula Capital Grant. In addition academies are able to bid for a share of the Academies Capital Maintenance Fund.

The Governors of Pen Mill Infant and Nursery Academy require a capital reserve to be created to fund future capital expenditure.

Scope

The Business Manager, in conjunction with the Headteacher, is responsible for ensuring compliance with Pen Mill Infant and Nursery Academy's Policies and Procedures.

Procedure

- The Business Manager should propose a capital reserve schedule to the Governors identifying the need to replace assets and the related sums required.
- The Governors should agree the value of capital reserves to be created in a year as part of the budget approval process.
- Funds should be transferred to a separate bank account at such a time that is clear that to do so would not create a deficit cash flow situation.
- Any separate bank account should have instant access in order to ensure any "unknown" major expenditure can be moved to the current account in order to ensure cash flow does not indicate a deficit.
- Spend of the capital reserve fund should only occur as agreed budgeted spend which is approved by the Governors as part of the budget process.

REVENUE

Purpose

Academies are expected to hold contingency reserves from their annual GAG funding or other income. The Governors require a revenue reserve to be created to fund future expenditure related to the Academy Development Plan's strategic long-term aims and developments.

Scope

The Business Manager, in conjunction with the Headteacher, is responsible for ensuring compliance with Pen Mill Infant and Nursery NURSERY Academy's Policies and Procedures.

Procedure

The policy of the Academy is to carry forward a prudent level of resources designed to meet the long-term cyclical needs of renewal and any other unforeseen contingencies, subject to the constraint that the level of resources does not exceed the level permitted by the DfE.

Policy Review

This Policy will be reviewed on a 3-yearly.