



ST HILDA'S
CE HIGH SCHOOL

Finance Policy & Procedures Manual

Approved by Governing Committee: Business Resources Committee

Ratified by Full Governing Body: 18th June 2026

Next Review Month: June 2027

Policy Owner / Author: KK

Review Frequency: Annual

This policy remains in force until superseded by a revised policy approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom hope community dignity and equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

1. Introduction

St Hilda's CE High School is committed to providing an excellent, broad, and inclusive post-16 learning experience rooted in our Christian ethos of excellence, kindness, and opportunity for all. Specialist sporting provision may be delivered through approved subcontracting arrangements to enhance the curriculum and widen opportunities for our 16–19 learners.

St Hilda's College (the 'College') is committed to growing and diversifying the range of courses it offers to students in order to widen participation, target and support the most vulnerable, engage in new and emerging markets, fill gaps in niche provision and meet the regional and local economic development demands.

This policy sets out the school's approach to subcontracting in line with the requirements of the Department for Education (DfE) Post-16 Funding Guidance, including all compliance, reporting, due-diligence and quality-assurance expectations.

2. Purpose of Subcontracting

St Hilda's CE High School may subcontract elements of its 16–19 sports curriculum only where doing so:

- Enhances the breadth, quality, or relevance of the sporting provision offered.
- Provides access to specialist facilities, coaching, or qualifications that the school cannot reasonably deliver directly.
- Supports learner engagement, achievement, progression and wellbeing.
- Offers best value for public funds.

3. Legal and Funding Framework

This policy complies fully with:

- DfE Funding Guidance for 16–19 Education (current year)
- DfE Subcontracting Funding Rules
- ESFA Education and Skills Agreements and associated conditions
- DfE requirements for transparency, monitoring, and publication of subcontracting arrangements

The school will not enter into any subcontracting relationship that is prohibited by the DfE or that compromises safeguarding, value for money, or quality of provision.

4. Rationale for Selecting Subcontractors

Subcontractors must demonstrate:

- High-quality specialist sporting provision, evidenced by accreditation, qualifications, and performance data.
- Strong safeguarding culture and compliance with Keeping Children Safe in Education (KCSIE).
- Financial stability, evidenced through a robust due-diligence process.
- Capacity and capability to meet DfE requirements for subcontracted delivery.
- Alignment with St Hilda's values, including inclusivity and learner wellbeing.

Selection will be undertaken transparently using a consistent due-diligence framework.

5. Due Diligence Procedures

Before approval, subcontractors must undergo full due diligence, including:

- Company and financial checks (including DfE-required financial health assessments).
- Confirmation of insurance, health & safety compliance, data protection practices (UK GDPR), and safeguarding policies.
- Verification of staff qualifications and enhanced DBS checks.
- Review of quality assurance evidence, including previous inspection or awarding-body reports.
- Confirmation that the subcontractor is not subject to any DfE or ESFA prohibition.

Approval will only be granted once the Governing Body is satisfied that all due-diligence obligations are met.

6. Roles and Responsibilities

The Governing Body will:

- Approve all subcontracting arrangements.
- Monitor compliance and receive an annual subcontracting report.

The Headteacher and Senior Leader for Post-16 will:

- Ensure that subcontracted delivery meets quality expectations.
- Oversee due-diligence, contractual arrangements, and monitoring.

The Subcontractor will:

- Deliver provision to the standards set out in the contract.
- Comply with safeguarding, data protection, health & safety, and DfE subcontracting rules.
- Provide access to all teaching, learner records, and performance data as required.

7. Contractual Arrangements

All subcontracting arrangements will be governed by a written, signed contract, which will include:

- Scope and duration of the subcontracted sporting provision.
- Quality standards and curriculum expectations.
- Safeguarding responsibilities.
- Data protection and confidentiality clauses.
- Monitoring and reporting requirements.
- Payment terms and evidence obligations.
- Grounds for termination.
- Compliance with all DfE funding rules.

Contracts will be retained and made available for audit upon request.

8. Quality Assurance and Monitoring

St Hilda's CE High School remains fully responsible for the quality of all education delivered in its name.

Monitoring activity will include:

- Observations of teaching, training, and coaching.
- Learner voice and feedback.
- Review of attendance, retention, progress, and achievement data.
- Curriculum compliance checks.
- Safeguarding audits.
- Termly performance review meetings with subcontractors.
- Annual formal review to inform continued approval.

Where standards fall short, a formal improvement plan will be required.

9. Fees and Payment Structure

The school will charge a management fee within a range of 5% to 20% that reflects the actual cost of:

- Quality assurance and monitoring
- Administration
- Contract management
- Reporting and financial oversight

Fees will be transparent, reasonable, and published annually as required by the DfE. No fee will be charged unless it represents real cost to the school.

Payment to subcontractors will be dependent on:

- Evidence of delivery
- Quality of provision
- Valid student data and audit compliance

10. Publication and Transparency

In line with DfE requirements, the school will publish on its website:

- A statement of rationale for subcontracting
- The value of each subcontract
- The management fee structure
- This policy
- Any other information required by the DfE or ESFA

11. Safeguarding and Learner Protection

Subcontractors must comply fully with:

- Keeping Children Safe in Education
- St Hilda's Safeguarding & Child Protection Policy
- DfE reporting requirements for concerns or incidents

All subcontractor staff working with learners must have:

- Enhanced DBS checks
- Appropriate safeguarding training
- Clear lines of accountability to the Designated Safeguarding Lead (DSL)

Any breach of safeguarding obligations will result in immediate review and potential termination of the subcontract.

12. Data Protection and Information Security

All data sharing must comply with:

- UK GDPR
- Data Protection Act 2018
- St Hilda's Data Protection and Records Management policies

Subcontractors may only process learner data for the purposes defined in the contract and must maintain secure systems and storage.

13. Risk Management

Risks associated with subcontracting will be assessed and monitored through:

- A standing risk register
- Regular quality and compliance checks
- Financial oversight mechanisms
- Emergency or contingency planning for the continuation of learner provision

14. Policy Review

This policy will be reviewed annually by the Governing Body, or sooner if required due to changes in DfE guidance, legislation, or emerging risks.