

**Insert name**

Position/title

Company name

Address line 1

Address line 2

Address line 3

[*Insert date*]

Dear Sir/Madam,

**Re: Grant Offer Letter for School Direct (Salaried). NCTL 4/2013 (SDS)**

This Grant Offer is made between:

(1) **The Secretary of State for Education** and

(2) **[*name of the Lead School*]** of **[*address*]** [*with Charity Commission registration number or Companies House Registration number*].

This letter confirms that a grant will be awarded for School Direct (Salaried) programmes in accordance with the amounts stated on the [Funding: initial teacher training (ITT)](https://www.gov.uk/guidance/funding-initial-teacher-training-itt-academic-year-2017-to-18) web page for the relevant academic year. These funds are to be used solely for the purpose of delivering Initial Teacher Training. The grant will be paid to Lead Schools in accordance with the [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18)  for the academic year that the grant relates. Grant funding levels may be adjusted from time to time to reflect recruitment data and trainee data in accordance with Annex E of the Grant Offer Letter and/or the funding manual. This grant is subject to the Department for Education [grant funding agreement: terms and conditions.](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions)

**This Grant Offer Letter, relevant annexes and the Grant Terms and Conditions together make up the Grant Funding Agreement.**

Any grant paid by the Secretary of State will be paid pursuant to the Education Act 2002, section 14, and will accordingly be paid only in respect of approved expenditure incurred by your institution for the purpose of the funded activities.This letter must be read in conjunction with the relevant annexes:

**Annex A** - Acceptance of Grant Offer and effective date

 **Annex B** -Not applicable

**Annex C** - Not applicable

**Annex D** - Not applicable

**Annex E** - Details of Grant Allocations and Recovery of Funding

**Annex F** - List of Requirements and Objectives for which the grant is being paid

**Annex G(i)** - Annual Certification of Expenditure (external auditor /accountant’s report arrangements)

**Annex G(ii)** - Statement of Grant Usage

**Annex H** - Not applicable

**Annex I** - Exit Plan

 **Annex J** - Not applicable

Please note that Annexes E, F, and G are subject to change for each new academic year in which the Grant NCTL 4/2013 (SDS) is available. Any changes will be advised to lead schools as appropriate.

To accept this offer of funding, we require you to complete all highlighted sections in the Grant Offer letter, sign Annex A and return all pages of the letter back to the Department for Education at gfa.nctl@education.gov.uk.

You are required to submit a completed Annex G no later than 14 December following the end of the academic year. Failure to do so may result in funding being recovered or future grant payments being withheld.

Yours faithfully,

Thomas Webb

Deputy Director

ITT Operations and Markets Division

National College for Teaching and Leadership

Department for Education

Annex A - Acceptance of Grant Offer and effective date

## School Direct (Salaried) NCTL 4/2013 (SDS). This Grant Funding Agreement is effective from the date of signing.

|  |
| --- |
| Signed by a person authorised to sign on behalf of the Secretary of State |
| Date |  |
| Signature |  |
| Name (please print) |  |
| Position in DfE |  |

1. As representative of [*insert name of the Lead School*] I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement [terms and conditions,](https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions) as contained on its website.I agree to comply with the notified terms and conditions of the grant on which the offer is made.

|  |
| --- |
| Signed by a person authorised to sign on behalf of [insert name of the Lead School]1 |
| Date |  |
| Signature[[1]](#footnote-1) |  |
| Name (please print) |  |
| Position in organisation1 |  |

|  |  |  |
| --- | --- | --- |
| Principal contacts | Department | [insert name of the Lead School] |
| Contact name/Postal address | Michelle Moore, National College for Teaching and Leadership, Piccadilly Gate, 4 Store Street, ManchesterM1 2WD |  |
| Position | Head of ITT Funding |  |
| Telephone no. | 0161 600 1374 |  |
| Lead school URN | XXXXXXXXXXXXXXXXXXXXX---🡪 |  |
| Email address | GFA.NCTL@education.gov.uk |  |

# Annex E - Details of Grant Allocations for AY 2017/18 and Recovery of Funding – School Direct (Salaried) NCTL 4/2013 (SDS)

The grant will be paid to lead schools for the academic year 2017/18. The full costs of training and the trainee’s salary need to be met by the partnership. The grant is provided to School Direct lead schools to contribute to these costs.

Grant funding for AY 2017/18 will only commence when all prior year(s’) actions e.g. submission of AY 2015/16 Annex G documentation have been completed where applicable.

The grant will be calculated and based on eligible trainees recruited and employed in approved places in fundable priority subjects as set out in the [Funding: initial teacher training (ITT)](https://www.gov.uk/guidance/funding-initial-teacher-training-itt-academic-year-2017-to-18) webpage and [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18). Fundable trainee numbers will be established through a range of sources including but not limited to ITT Provider and Schools DMS data.

This grant payment amount may change from month to month to reflect (in particular but not limited to) changes to the number of places, trainees recruited, adjustments for location and any adjustments for trainees that leave before obtaining QTS, details of which are included in the [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18) .

Lead Schools will be notified of funding allocations prior to the commencement of funding and at key points throughout the year such as post ITT trainee census. NCTL will write to lead schools regarding access to funding information following the start of the academic year.

**Recovery of Funding**

Grant funding will be recovered as a result of:

* trainees that leave before obtaining QTS including trainees that accept a place and subsequently withdraw;
* the location of any partner school that employs the trainee in the ITT year being in a lower funding area than the lead school;
* trainees recruited and offered a place after a [recruitment control](https://www.gov.uk/government/publications/itt-requesting-places-and-allocations-methodology-2017-to-2018) is in place[[2]](#footnote-2);
* errors identified in trainee data submitted by schools and ITT providers, upon which the grant funding is calculated and an overpayment results;
* any miscalculation of grant by the Secretary of State which results in an overpayment to the lead school;
* any grant payment made to an incorrect recipient.

# Grant funding may also be recovered or withheld as a result of:

# early completion of training;

* non-compliance with NCTL (or any successor organisation) communications requiring submission of Annex G assurance documentation for this grant and other NCTL grants paid to the Lead School relating to a prior academic year.
* non-compliance with this funding agreement including but not limited to failure to submit Annex G assurance documentation in accordance with the requirements of this letter or any subsequent communication from NCTL (or any successor organisation).

Where a recovery of grant is required, NCTL (or any successor organisation) may recover grant in the same or subsequent academic years.

# Annex F – List of objectives and requirements for which the grant is being paid – School Direct (Salaried)

## 1 Background

1.1 School Direct allows schools to request training places directly; select the accredited provider of teacher training they want to work with; agree the content and focus of the training programme depending on their needs and negotiate directly with the provider on how the money for training should be divided. School Direct (Salaried) is an employment-based route for high-quality experienced graduates with three or more years’ work experience. However, schools can accept applications from high quality graduates with less than three years’ work experience in hard-to-fill subjects, especially mathematics, physics, chemistry, languages and computing.

## 2 Aim

2.1 [insert name of the Lead School] shall use all reasonable endeavours to:

* Work in partnership with your accredited ITT provider to design and deliver training for the minimum purpose of enabling trainee teachers to meet the standards for QTS.

## 3 Objectives

3.1 [insert name of the Lead School] shall use all reasonable endeavours to:

* Seek to recruit high quality candidates to programmes of ITT.
* Select high quality candidates to programmes of ITT.
* Design and deliver high quality programmes of ITT, in partnership with the accredited provider.
* Rigorously assess trainees against all of the relevant standards for QTS, and only support the recommendation of those trainees that have been deemed to have met them.
* Use the funding issued to you under this agreement to achieve the aim set out above.
* Distribute the funding issued to you under this agreement only to your partners, in accordance with your partnership agreement.  Failure to do so may result in the suspension of your funding and alternative payment arrangements being put in place to your ITT provider/s and other schools in your partnership.

## 4 Requirements

4.1 [insert name of the Lead School] shall ensure that

* Propriety and adequate controls in your financial management, and compliance with relevant financial reporting or governance requirements are in place before funding commences.
* Compliance with all obligations and requests as stipulated by NCTL (or any successor organisation) relating to trainee data including the secure[[3]](#footnote-3) retention of documented evidence confirming the identities of recruited trainees.
* For the period of their training all applicants must be employed as unqualified teachers[[4]](#footnote-4) at a school[[5]](#footnote-5), and (except applicants employed in academies or free schools) must be paid in accordance with at least the minimum of the unqualified teachers’ pay scale for the period of their training.
* Academies and free schools must pay trainees at an advertised rate and fund any shortfall in salary and further costs.
* There is no requirement for trainees to contribute to the costs of training to achieve QTS.
* Applicants are only admitted to employment-based programmes by either the NCTL (or any successor organisation) or by an accredited provider.
* Applicants will be required to perform no more than 90 per cent of the teaching duties normally required of a full-time qualified teacher.
* Annex G to this funding agreement (or as otherwise advised by NCTL or any successor organisation) is completed and returned by 14 December 2018 (or as otherwise advised by NCTL or any successor organisation).

## 5 Complying with new Government policies

5.1 The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications and consultancy, or for any costs associated with the maintenance, technical development or updating of existing websites or for the development/creation of new websites, unless the Cabinet Office approves such expenditure for the academic year in question. For guidance on the current Cabinet Office position, please consult the [School Direct (Salaried) funding manual.](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18)

**6 Partnership Agreements**

6.1 Lead Schools must set up a formal partnership agreement with your partner schools and ITT provider(s). The partnership agreement should specify:

* the roles and responsibilities of each partner;
* whether you will award PGCE as well as QTS;
* how funding will be distributed between the lead school, partner schools and ITT provider and how it would be recovered from the partners if the grant is recovered from the Lead School for any of the reasons set out in Annex E of this letter;
* whether the training fees for School Direct (Salaried) places will just cover the cost of training to achieve QTS and whether trainees will be expected to pay for any further academic qualifications, such as PGCE;
* how administration costs are covered;
* how recruitment and selection decisions will be made and who is responsible for communicating with applicants;
* which parts of the training schools will provide and which parts the ITT provider should cover;
* the schools in which training will take place;
* who is responsible for fulfilling data requirements.

Annex G (i) – Annual Certification of Expenditure [Subject to change to reflect NCTL’s (or any successor organisation’s)assurance requirements for Academic Year 2017/18].

|  |
| --- |
| *\* This section is to do with the arrangements for providing an independent auditor/accountant’s report on the grant expenditure when the lead school is in receipt of £40,000 NCTL* *(or any successor organisation) grant income in total or more in academic year 2017/18. The level of assurance required from [the lead school] should be proportionate to the level of risks/funding****\*delete this table from final version\**** |

**Annual Certification of School Direct (Salaried) Expenditure for Academic Year 2017/18**

1. [insert name/address of the lead School] [insert grant ref number]
2. [*insert URN of the lead School*]
3. [*insert name/address of the external auditor/accountant/organisation*]

Dear Sirs,

Re: [*insert programme / activity and grant register reference number*]

This certificate is provided to [*name of grant recipient/Lead School*] to enable it to comply with the Department for Education (DfE)’s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements.

We have obtained limitedassurance, for the school direct (Salaried) grant of *£(NCTL TO POPULATE)* for the year ending [*August 2018*] paid to the lead school by the Education Funding Agency. From this grant the lead school incurred [*insert £*] expenditure and this was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified.

The reported expenditure takes into account the reconciliation figure (finalised with NCTL by November 2018), any further reported underspend is addressed within the school comments section on page 4 of this document.

The funding spent allowed[*insert cc*] trainees to commence their training towards achieving qualified teacher status.

\*[To be completed if Cabinet Office approval of marketing expenditure is granted.] of this figure [*insert £ee*]was used for marketing purposes. This amounts to no more than the percentage limit of funding that can be used for this purpose as set out in the [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18)

Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the *Lead School*]’s income and expenditure.

Nothing has come to our attention that causes us to believe that the accompanying [Breakdown of Schedule] has not been prepared in all material respects in accordance with the grant funded activities.

1. This report is made solely to [insert name of the Lead School] to be produced to the DfE. Our work has been undertaken so that we might state to [Insert name of the Lead School] those matters we are required to state in a report and for no other purpose.

The Grant Recipient shall submit the forms to the Department no later than **14 December 2018.**

**Schedule**

|  |  |
| --- | --- |
| **Name of Organisation** | **[insert name of the Lead School]** |
| **Name of Approved Project** | **School Direct (Salaried) 2017/18** |
| **Expenditure Type** | **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Marketing Expenditure: To be completed if Cabinet Office approval of marketing expenditure is granted. This must not amount to more than the percentage limit of funding that can be used for this purpose as set out in the [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18)  |  |
| **TOTAL EXPENDITURE** |  |
|  |
| **Paid for as follows** | **(£)** |
| Contribution from NCTL (Paid via EFA) |  |
| Funding from own and partners’ resources |  |
| Other funding |  |
| **TOTAL** |  |
| **Under spend on Grant (if applicable)** |  |

|  |
| --- |
| Signed by an independent external officer authorised to sign[[6]](#footnote-6) |
| Date |  |
| Signature |  |
| Name of external auditor/accountant or equivalent (please print) |  |
| Position in organisation |  |
| Company address stamp |  |
| Companies house reference number |  |

|  |
| --- |
| Signed by a senior officer authorised to sign on behalf of [insert name of the Lead School][[7]](#footnote-7) |
| Date |  |
| Signature6 |  |
| Name (please print) |  |
| Position in organisation |  |

|  |
| --- |
| School Comments **This section is applicable where the reported expenditure on the Annex G is less than the total value of funding the NCTL is due to recover via the reconciliation exercise.**If the reported expenditure on the Annex G is less than the total value of funding the school received during AY17/18 after taking into account any funding the NCTL will recover during the reconciliation exercise (as reflected in the lead school reconciliation funding summary), please explain why there is a further underspend in this section below. Please see the guidance notes for further detail.  |
|  |

**Annex G (ii) – Statement of Grant Usage for Academic Year** [Subject to change to reflect NCTL’s (or any successor organisation’s) assurance requirements for Academic Year 2017/18].

|  |
| --- |
| *\* This section is an alternative to Annex G (i) and is to be used where the grant recipient is in receipt of less than £40,000 of NCTL Grant income in total in academic year 2017/18.* |

**Notes for completion:**

1. The Grant Recipient shall prepare a Certification of Grant Usage for the Grant Period [Insert start and end dates].
2. This comprises two parts:
3. Certificate of Grant Usage.
4. Statement of Expenditure; and
5. The Grant Recipient shall submit the forms to the Department no later than 14 December 2018.

**a) Certificate of Grant Usage**

|  |  |
| --- | --- |
| Name of organisation |  **[insert Name of Lead School]** |
|  |  |
|  | **[insert Lead School URN]** |
|  |  |
| Approved Project title | **School Direct (Salaried) 2017/18** |
|  |  |

* Of the total Grant amount of [*insert £aa*] was exclusively used for the purposes set out in the agreement between the Grant Recipient and the Department, dated [*insert date of our letter*].
* The funding spent allowed[*insertbb*] trainees to commence their training towards achieving qualified teacher status.
* A report (Annex J) on the activities funded by the Grant Funding will be submitted to the Department, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue.The report will be provided by 14 December 2018.
* A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation’s financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

**b) Statement of Expenditure**

|  |  |
| --- | --- |
| **Name of Organisation** | **[insert Name of the Lead School]** |
| **Name of Approved Project** | **School Direct (Salaried) 2017/18** |
| **Expenditure Type** | **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Marketing Expenditure: To be completed if Cabinet Office approval of marketing expenditure is granted. This must not amount to more than the percentage limit of funding that can be used for this purpose as set out in the [School Direct (Salaried) funding manual](https://www.gov.uk/government/publications/school-direct-salaried-funding-manual-academic-year-2017-to-18)  |  |
| **TOTAL EXPENDITURE** |  |
|  |
| **Paid for as follows** | **(£)** |
| Contribution from NCTL (Paid via EFA) |  |
| Funding from own and partners’ resources |  |
| Other funding |  |
| **TOTAL** |  |
| **Under spend on Grant (if applicable)** |  |

|  |  |
| --- | --- |
| Signature[[8]](#footnote-8) |  |
|  |
| Name |  | Date |  |
|  |
| Position |  |
|  |
| Organisation address |  |
|  |  | Postcode |
| Initialled by Organisation’s Chair of Governors or Chief Finance Officer[[9]](#footnote-9) |  |

# Annex I – Exit plan – School Direct (Salaried)

**This standard exit plan should be used by all grantees. If you wish to amend the standard exit plan in any way please contact us.**

## Introduction

Although the Department does not seek to exercise detailed control of the activities of [insert name of the Lead School], it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of [insert name of the Lead School] and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.

1. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and [insert name of the Lead School] acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
2. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

## Objectives

1. The objective of the exit plan is to ensure:
2. an orderly and smooth transition of the grant funded activities from [insert name of the Lead School] to a successor body or the Department at the expiry or termination of this Grant;
3. the continuation of grant funded activities;
4. that there is no undue favour to [insert name of the Lead School] in any future competition for the Grant (in whole or in part); and
5. that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

## General

1. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.
2. When such endeavours and cooperation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
3. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

## Exit Planning

1. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
2. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

## Assistance

1. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex F until the date of expiry or termination or transfer of the Grant (as appropriate).
2. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

## Assets Register

1. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
2. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

## Transfer of the Department's Data

In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in

1. any event, within one month of notice of termination, deliver the Department's data, including the following:
2. an inventory of the Department's data and any other data available for transfer;
3. a data structure definition (where relevant) covering all available Departmental data; and
4. a proposed method for testing the integrity and completeness of the Department's data transferred.

## Documentation and Access

1. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
2. the work programme, objectives/targets, and other services delivered by you under this funding agreement;
3. any software, including third party software and any hardware used in connection with the delivery of the activities;
4. software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
5. any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
6. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

## Transfer Support Activities

1. You shall cooperate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.
1. The Grant Funding Letter/Annex A must be signed by either:

The head teacher of a Local Authority maintained Lead School.

The accounting officer for an Academy/Free School Lead School that is a single Academy Trust. This is usually the principal.

The accounting officer for an Academy/Free School that is part of a multi Academy Trust. This is usually the chief executive or executive principal of the overall trust.

	1. The accounting officer in a multi Academy Trust that is Lead School in its own right. This is usually the chief executive or executive principal of the overall trust.
	2. The accounting officer of an Independent Teaching School that is a Lead School. This is usually the head teacher. [↑](#footnote-ref-1)
2. The liability for any trainees will be borne by the lead school/provider in the following circumstances:

where any additional trainees recruited after instruction to stop recruiting in a given subject or a reserve recruitment control threshold is met.

where any trainees recruited outside the UCAS teacher training system or not within UCAS guidelines.

where any trainees recruited to courses for which permission to recruit has not been given. [↑](#footnote-ref-2)
3. Personal data must only be held in accordance with the [Data Protection Act 1998](https://www.gov.uk/data-protection/the-data-protection-act). [↑](#footnote-ref-3)
4. As defined by the latest School Teachers’ Pay and Conditions Document. [↑](#footnote-ref-4)
5. Or ‘other institution’ as defined by the Education (School Teachers’ Qualifications) (England) Regulations 2003 (SI 2003/1662) as amended. [↑](#footnote-ref-5)
6. This should be a qualified auditor or accountant with one of the following professional bodies who is independent of the lead school (i.e. with no conflict of interest):

	* <http://www.accaglobal.com/uk/en.html> (ACCA)
	* <http://www.aiaworldwide.com/> (AIA)
	* <https://www.charteredaccountants.ie/>  (CAI)
	* <http://www.icaew.com/> (ICAEW)
	* <https://www.icas.com/> (ICAS)
	* <http://www.cipfa.org/> (CIPFA)
	* <http://www.cimaglobal.com/> (CIMA)
	* <https://www.iia.org.uk/>  (Certified or Chartered Internal Auditor with Chartered Institute of Internal Auditors) [↑](#footnote-ref-6)
7. This Annex must be signed by the external auditor and either:

	1. The Chair of Governors in a LA maintained school Lead School, Independent Teaching School or Academy/Free School that is a Single Academy Trust orThe Chair of the Local Governing Body or Advisory group in an Academy/Free School Lead School that is part of a Multi Academy Trust;

The Chair of the Board of Trustees if the Lead School is a multi-Academy Trust.

 [↑](#footnote-ref-7)
8. This Annex must be signed by either:

a) Headteacher of a Local Authority maintained Lead School.

The Accounting officer / Principal for an Academy/Free School Lead School that is a single Academy Trust.

The Accounting officer / Executive Principal / Chief Executive for an Academy/Free School that is part of a multi Academy Trust.

The Accounting Officer / Executive Principal / Chief Executive of a Multi Academy Trust that is a Lead School in its own right.

The Accounting Officer / Headteacher in an Independent Teaching School. [↑](#footnote-ref-8)
9. This Annex must be initialled by either:

The Chair of Governors in a LA maintained school Lead School, Independent Teaching School or Academy/Free School that is a Single Academy Trust;

The Chair of the Local Governing Body or Advisory group in an Academy/Free School Lead School that is part of a Multi Academy Trust;

The Chair of the Board of Trustees if the Lead School is a multi-Academy Trust. [↑](#footnote-ref-9)