

## PROTOCOL FOR COMMISSIONING MOTHER TONGUE AND SUPPLEMENTARY SCHOOLS

*The aim of the MTSS grant is to raise the achievement of children and young people through the provision of after school educational projects*

### **This protocol is necessary in order to:**

- Ensure that funding for MTSS is used for raising the achievement of children and young people
- Ensure that the funding process is entirely transparent
- Make clear the need to avoid possible conflict of interest by anyone who may work in more than one place of work.
- Ensure that funding for MTSS is not used for personal gain

## FUNDING OF MOTHER TONGUE AND SUPPLEMENTARY SCHOOLS

Funding decisions are made by a board convened annually by Cambridge Education @ Islington's Officer for Mother Tongue and Supplementary Schools (MTSS). The board is made up of senior staff from Cambridge Education @ Islington and representatives from the local funding bodies and voluntary sector. Members of the board must not be associated with or work in mother tongue and supplementary schools. They must also not be Cambridge Education employees working as Bilingual Community Officers.

Funding applicants must declare on their application form all other funding received for the purposes of running their mother tongue or supplementary schools. Failure to do so will always result in funding awarded by Cambridge Education @ Islington being withdrawn.

Funding can only be awarded to MTSS if there is a properly drawn up constitution with a bank account. Money cannot be paid into an individual's private bank account. Personal cheques may not be given.

## AVOIDANCE OF CONFLICT OF INTEREST

Any person employed to work in MTSS must declare any other work they are employed to do. Failure to do this may result in withdrawal of funding.

Any person employed to work in MTSS must not use the agreed hours of employment for this work to undertake any other work.

If a person already has been employed to work in another capacity, for example at a local authority school as a Bilingual Community Officer, they may not work at the supplementary school at the same time.

**Monitoring of the use of funding will be carried out by the officer for MTSS employed by Cambridge Education @ Islington.**