



Core Offer

Summer Term 2018

Our offer to your school or college

In our Trust family, we understand that every school is different, and that every school is at a different point in their journey to excellence.

Our highly qualified and experienced Executive Team forms a 'Team around the School'. This team works with leaders, Trustees and Governors to assess every aspect of need and form a complete picture of how we can best support you.

Our core offer will then be tailored to your needs, to create an individual package of support and improvement. A key part of our Trust ethos is school to school support. As well as providing support in key areas from our Executive Team, we'll identify strengths across all our schools to support and deploy a pool of expertise via the Teaching School.

Strength through Diversity
Ambition through Challenge
Excellence through Curiosity



SCHOOL/COLLEGE IMPROVEMENT SUPPORT AND CHALLENGE

Systematic opportunities for leaders to support colleagues in other schools, including coaching and mentoring.

Networking opportunities with headteachers outside of the Trust

Peer/external reviews

Peer review training for leaders

Progress Review Meetings with SID (1xhalf term)

Annual Standards Review with Trust support plan as required

Focused review (subject, learner group, theme)

Ofsted inspection support (planning, preparation, on-site during inspection, writing post-Ofsted action plans)

New Principal Induction

Quality Assurance of SIP/SEF

Brokerage of subject specific support

Curriculum Strategy Support

Teaching & learning development and support

Brokering of SEN review

Brokering of Pupil Premium review

Pupil Progress Tracking System and Support

Effective monitoring and evaluation strategies for senior leaders, middle leaders and subject

ASP/IDSR training

Through NTSA: Principal development programme

Through NTSA: Leadership development programme and pathways

Support from Trust Director of Maths

Support from Trust SENDCO

Trust – level data analysis of assessment and data

SAFEGUARDING

Trust Safeguarding Strategic Lead

Trust Board Safeguarding Lead

Trust DSL

Trust Safeguarding strategy

Central DSL meetings attended by Trust DSL

Procurement of DSL supervision package

Central collation and analysis of safeguarding data

Trust safeguarding policy

HR support for SCR and safeguarding administration

Central Trust safeguarding training

GOVERNANCE

Clerking support

Policy review and website reviews

Governance training for Academy Councillors and Trustees

Academy Council Chairs meetings and training

HUMAN RESOURCES

Initial start-up on joining

Information, advice and support during transition to academy, and initial HR orientation

HR Advisory & Administration

On-site and by phone HR Business Partner support covering:

Performance management

Employment law advice

Absence management and reporting

Terms and conditions

Grievance and disciplinary

Complex casework

Investigations

Union consultation

Workforce planning

Staff recruitment and retention

Contract administration

Management information

e-Safeguarding DBS service

Appraisal

Strategic HR Support

Change management

Restructuring and redundancy

Strategic workforce planning

Attracting and retaining the best staff

Policy development

Systems support – available from April 2019 (project in progress)

Fully integrated HR and Payroll system

Pension returns and audit

Staff wellbeing

Occupational health provision covering referrals and reviews

Employee Assisted Programme and staff wellbeing initiatives

Absence management and guidance

Stress management

Training

In-house training and briefing sessions on relevant HR topics and legislation

Additional information and benefits of the service

The above service provides schools with an allocated HR Business Partner who will work with your academy to help you identify and plan what your strategic HR needs will be in the coming year, linking them to your school improvement plan. They will also provide pragmatic solutions and options to swiftly bring to a successful conclusion performance and other HR issues.

Integral to our service is to deal with your HR contractual administration requirements, ensuring all contractual matters are processed, handled and maintained in a professional and secure manner.

FINANCE

Provision of finance software

Preparation of VAT returns

Audit fees (External and internal)

Consolidated accounts preparation

Consolidated AAR preparation

Consolidated budget forecast outturn return preparation

Consolidated budget forecast return preparation

Administration of bank accounts

Advice on compliance with Academy and Trust Financial Procedures

School visits

Additional information and benefits of the service

The trust meets a range of either full or partial financial costs for schools and colleges when Trust-wide school improvement initiatives are implemented

PROCUREMENT

Access to a central team of qualified procurement specialists

Clear picture of your current procurement practices & advice on opportunities:

- Which current suppliers offer poor quality or high prices?
- Where are contracts missing or ending soon?
- Multiple suppliers for the same product or service?
- Potential breaches of EU procurement law?
- Can we eliminate purchasing tasks that soak up too much of your staff time for little financial benefit?

Creation of a strategy for each commodity (books, printing, etc.) to establish bulk buy savings and quality improvements for each key area of spend

Access to a single high quality contract supplier for key services across the Trust. Tender & quotation management for contracts shared with other schools.

Service level agreements and regular meetings with key suppliers to continuously improve quality and drive down costs

Training to procure goods & services effectively

Clear record of savings made by the central procurement team for your school.

Additional information and benefits of the service

Costs to run the procurement team will be spread across schools to match each school's share of the savings made. We aim to quickly generate savings for you to exceed the cost of this central procurement service. Please note that as the Procurement Team is a new team for the Trust, strategies, contracts and SLAs will not be available for all major commodities from Day 1 but will be built up for you over time. Procurement of low value or occasional items remains the responsibility of individual schools.

ESTATES & FACILITIES

Initial start-up on joining

Information, advice and support during transition to academy, and initial compliance audit.

Estates

On-site and by phone support

5 year property/condition funding strategy

Assistance with PFI contract management

Assistance with EFA data collection surveys

Assistance with Emergency Planning

Guidance on strategic services for repair and maintenance.

Safe mini bus use guidance

Asbestos management plan reviews

Assistance with Cleaning, Catering & other Estates contract management

Assistance with recruitment

Estates monitoring check lists for Business managers and Site Teams

Assistance in the event of plant or building failure

Assistance with major project or relocation planning

Assistance with Budget planning

Health and Safety Support

On-site and phone support

Statutory compliance guidance and audits

Accident reporting (RIDDOR) and follow up investigations

Asbestos management plan guidance

Risk assessments

HSE radiation registration

Fire Risk Management guidance and reviews

Fire Induction guidance

H+S Induction guidance

Policy support

Health & Safety policy

Asbestos safety policy

Fire safety policy

Legionella safety policy

Managing and selecting contractors policy

Manual handling management standard guidance

Lone working management standard

Working at Height management standard guidance

GDPR
GDPR Policy
DPO and audit provision
Training and support
GDPRis system
Data breach and subject access request guidance
Privacy notice
Data protection registration
Training
In-house training and briefing sessions on relevant topics/legislation and access to external training packages
The above service aims to provide both strategic and day to day support to schools in order for each Academy to deliver safe and effective environments to enable the provision of outstanding Teaching to our pupils

ICT
ICT strategy to support the development and implementation of ICT policies and procedures across the Trust
Transition for existing and new Academies to the NAT core ICT services to enable: <ul style="list-style-type: none"> • Connectivity • Communication • Information Management • Collaboration
Management & development of ICT staff
Fully managed ICT service including: <ul style="list-style-type: none"> • Managing performance, maintenance and accessibility to the network infrastructure • ICT Helpdesk • Website maintenance & support • Printing deployment, management & administration • System & data backup management • Disaster recovery process & procedure • Technical installation & setup • Service Level Agreement
Expert advice and evaluation of new software and technologies to support the delivery of the ICT strategy
Procurement of systems & technologies to support and enable delivery of the strategic plan
Management of implementation of new systems & technologies
Training & support for existing and newly acquired applications & systems
Supplier management
Management and implementation of safeguarding software & procedures
Management of system security compliant with GDPR
ICT reviews – Every 2 years



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