

Learning Academy Partnership



Our School Trust
Business Support Offer

Business Support Team Overview

The Trust mission: Flourishing Futures

Our core values are our moral compass and drive the way we do things together: Empower, Excel, Together

The Trust's vision translates into the 3 year Trust Strategy and the support services are set up to support the strategy moving forward.

We aim to continue to develop and evolve a professional service that consistently delivers best practice across the Trust in the support functions:

- Enables our Headteachers, Leads and Colleagues to focus on an excellent educational provision, developing the best curriculum.
- Provides sufficient capacity to deliver the next phase of growth.
- Enables our Estates to deliver the highest quality environments and facilities that fully support the teaching and learning of our children.
- Supports our People Strategy delivering a high quality and sustainable HR model & People Offer.

We will continue to develop and respond to the contextual factors of schools joining our school Trust based on:

- Requirements
- Schools starting points and current performance
- Geographical spread of schools





Finance

The Finance Team is led by the CFO who brings a wealth of valuable experience and is a qualified accountant.

The team coordinates the centralised financial services ensuring financial probity, statutory compliance and efficiency, thereby securing more funding and resources for our children. We are committed to strengthening the Trust and ensuring future sustainability and growth. It is the expectation that schools joining the Trust will migrate to our centralised approach.

Finance Core Offer

Description	Central Team	Academy Team
Procurement (inc English Hub)	<ul style="list-style-type: none"> • Approve orders on PSF Portal • Raise central orders including Trust SLA's • GRN central orders including Trust SLA's • E Mail orders to suppliers • Process invoices - see data tab • Weekly payment runs to suppliers • Obtain supplier statements/ liaise with suppliers to resolve disputed / missing invoices • Regular reports to admins chasing GRN's • Create new suppliers - carry out full due diligence • Update supplier details e.g. change of bank details 	<ul style="list-style-type: none"> • Teacher/colleagues to fully complete requisition form • Headteacher/Leads to authorise requisition forms • Administrator to raise orders on IRIS Portal • Administrator to goods receipt orders as items arrive • Administrator to review/action suppliers if goods not delivered
Value for Money/ SLA	<ul style="list-style-type: none"> • Liaise with budget holders re contractual renewal • Participate in procurement processes • Ensure all paperwork is completed/ collated and approved • Update iAM Compliant - Contracts database • Review areas of spend to identify savings • Co-ordinate collaborative purchasing 	<ul style="list-style-type: none"> • Headteacher/Lead to obtain quotes and complete paperwork in line with SoD
Banking	<ul style="list-style-type: none"> • Process all income transactions • Process all expense transactions e.g. direct debits /charge card payments • Complete bank reconciliation on a weekly basis 	
Investment	<ul style="list-style-type: none"> • Reconcile investment accounts monthly • Review cash held and ascertain if investments should be made • Liaise with external providers to find the best interest rates • Place investments 	

Finance Core Offer

Description	Central Team	Academy Team
Trips	<ul style="list-style-type: none"> Create trip on PSF Process income and expenditure Reconcile trip 	<ul style="list-style-type: none"> Teacher/Leads to plan and cost trips Administrators to set up trip on Bromcom Teachers/Lead to communicate trip information with parents Teacher/Lead chase payments
Charge Cards	<ul style="list-style-type: none"> Complete charge card form and send to Leads to sign via DocuSign Check and Process charge card expenses Process monthly charge card payments Reconcile each card account on a monthly basis investigating and resolving any differences 	<ul style="list-style-type: none"> Administrator to send receipt or invoice to finance Leads to review and sign reconciled statements
Debtors	<ul style="list-style-type: none"> Raise sales ledger invoices Chase Nursery debtors Chase Trust wide debtors Support schools with debt collection re Bromcom debt 	<ul style="list-style-type: none"> Administrators to review/action Bromcom debt regularly (Dinner money, school clubs), including when child leaves school
Budget Setting	<ul style="list-style-type: none"> Review and calculate: <ul style="list-style-type: none"> Staffing Non Pay Income Activity 	
Budget Monitoring	<ul style="list-style-type: none"> Monthly tasks which include: <ul style="list-style-type: none"> Payroll variation reporting and checking Accruals Prepayments Creditors Deferred Income VAT Return Cash Flow Debtor reporting - To Headteachers and admins for action Reconciliations of general ledger Forecast per school Trust wide forecast Monthly reports to Chair/ TLT/ ARR Budget holder reports Nursery/ Extended Services/ Catering overview Pupil data monitoring English Hub returns 	<ul style="list-style-type: none"> Administrators provide monthly pupil data
Year End	<ul style="list-style-type: none"> Complete all processes 	
Audit	<ul style="list-style-type: none"> Work with internal auditors 3 times per year Work with external auditors annually Provide data to above parties in required formats Teachers Pension audit 	
Regulatory Returns	<ul style="list-style-type: none"> School Resource Management Assessment 3 Year budget forecast return Annual accounts - Auditors Annual audit report - Auditors English Hub annual return Teachers Pension Return LGPS Return Grant Returns 	

Finance Core Offer

Description	Central Team	Academy Team
Policies & Procedures	<ul style="list-style-type: none">Review and update policies and Scheme of DelegationMaintain finance procedures	
Payroll	<ul style="list-style-type: none">Complete monthly payroll processUpdate tax codes/ contractual changes/ unpaid leave/ AoE's etcCalculate and process 3rd party paymentsProcess colleague deductions for maternity, paternity & sicknessProcess colleague deductions for colleague benefitsPromote colleague benefitsMaintain colleague portalMonthly compliance returns to external partiesMonthly overtime reportsComplete year end processesSupport Colleague Salary StatementsTeacher Salary StatementsTupe ColleaguesUpdate Payroll system with increments/ factor changes/ payscales	<p>All colleagues responsible for own claims via portal:</p> <ul style="list-style-type: none">Enter overtime claimsEnter mileage claimsEnter expense claims <ul style="list-style-type: none">Headteacher/Leads approve overtime claimsHeadteacher/Leads approve mileage claimsHeadteacher/Leads approve expense claimsHeadteacher/Leads enter absence including annual leave and sickness
Ad Hoc	<ul style="list-style-type: none">Costings for staffing changes/ recruitmentCost options analyses and business casesProject workDue DiligenceEvaluate benchmarking data to inform decisionsManage contractsDevelop & provide training to Board, Headteachers, and AdministratorsIdentify grant fundingRegular visits to schools	





People (HR)

Through the work of the Trust Lead for People who is CIPD level 7 qualified and her team, the Trust is committed to delivering a high quality ‘People Strategy’ which demonstrates how we will fulfil our mission: Flourishing Futures.

Our vision is to create the very best education provision for our children, and we can only do this by having the very best colleagues who are empowered to flourish in their roles. We aim to be creative and flexible in our approach to attracting, recruiting, developing and retaining the highest quality of professionals in all our schools and teams, no matter what their role.

We have clear strategies to ensure our colleagues receive the best opportunities and professional development. We believe ‘in a sense of belonging’ and are keen to continue to embed a culture where all colleagues feel valued and supported. We are committed to providing a healthy working environment, with a clear and meaningful focus on colleague wellbeing.

The HR function is fully centralised, with people management activities, systems, templates and reporting all standardised. We strive to always deliver an excellent, scalable and sustainable HR service. We are determined to be the very best employer that empowers every colleague, so our children and communities receive the very best educational offer.

People Core Offer

Description	People Team	Academy/Team
Recruitment Request Process	<ul style="list-style-type: none"> Oversee & review recruitment request Process Prepare completed requests for recruitment panel Updating and maintaining automated forms & workflows Manage/update resources 	<ul style="list-style-type: none"> Headteacher/Lead to consider and discuss staffing levels & needs with Director /Line Manager. Headteacher/Lead to submit recruitment/waiver requests providing detailed justifications
Recruitment	<ul style="list-style-type: none"> Creation of external & internal Adverts Updating Trust social media pages Ensure Academies/Teams have resources to promote vacancies Create & distribute weekly Jobs Bulletin update to all colleagues Seeking agencies & building relationships to support our recruitment & supply needs Review & update interview packs templates - shortlisting grid, interview questions, candidates' application forms, references Invite shortlisted candidates to Interview 	<ul style="list-style-type: none"> Academy/Team promote vacancies Shortlisting panel to complete robust shortlisting process for each required role Interview panel to plan & coordinate interview day, ensuring rooms are booked, equipment works etc Academy/Team to obtain, verify & photocopy/scan DBS Documents, ID etc

People Core Offer

Description	People Team	Academy/Team
Recruitment Cont....	<ul style="list-style-type: none"> Online checks for shortlisted candidates Collate DBS Self Disclosure for shortlisted candidates Recruitment & Selection Line Manager Training Supporting Trust Leadership Team with recruitment People Team to inform unsuccessful applicants (those interviewed will be informed by the interview panel if they are unsuccessful). Collation of recruitment records in line with recruitment retention requirements under the Data Protection Act 2018 Update recruitment tracker Manage recruitment MIS Manage/update resources 	<ul style="list-style-type: none"> Interview panel to fully complete interview notes including score and justifications for each interviewed candidate, interview notes to be shared with the People Team Interview panel to complete checklist, to be completed for every role Interview panel to provide feedback & inform unsuccessful candidates Interview panel to inform successful candidate of outcome & ensure onboarding details are obtained (start date, scale point etc)
Onboarding	<ul style="list-style-type: none"> Trust Lead welcome letter Right to Work checks ID checks/social media checks DBS/Barred List check Reference checks Prohibition checks Childcare Disqualification checks Qualification checks inc. QTS Onboarding documentation Pre-Employment health check referral Adding to relevant systems/trackers (e.g. MHR/SCR) ID badges Request & create relevant IT accounts Request personal IT equipment (where applicable) Website maintenance (where applicable) Manage/update resources 	<ul style="list-style-type: none"> Lead to complete a robust DBS risk assessment detailing justifications as to what actions are taken to mitigate risk if required Line Manager to complete probation review meetings & update iTrent Administrators to log new starters on Brom Com for Computeam to create email accounts
Contracts	Produce & publish: <ul style="list-style-type: none"> Offer letters Contract letters Statement of Particulars Salary statements Job Description/Person Specification Update iTrent Update relevant trackers Obtain signed copy for filing Manage/update resources 	<ul style="list-style-type: none"> Lead to liaise with People Team if there are specific requirements (i.e updated job descriptions)
Job Descriptions	<ul style="list-style-type: none"> Format / review all Job Descriptions & Person Specifications 	<ul style="list-style-type: none"> Lead to review job descriptions annually as part of appraisal process Lead to inform People Team of updates to job description & person specifications where applicable
Induction	<ul style="list-style-type: none"> Attend Trust Induction Ensure relevant login information has been shared with colleague &/or leader Manage/update resources 	<ul style="list-style-type: none"> Line Manager to complete a comprehensive induction process ensuring the induction checklist is completed
Trust Colleague Handbook	<ul style="list-style-type: none"> Updated as required to ensure relevance & detail Update People Toolkit Update new starter pack 	

People Core Offer

Description	People Team	Academy/Team
Conversion / TUPE	<ul style="list-style-type: none"> • TUPE consultation • Attendance at consultation meetings • People due diligence • Personnel file scanning & audit • Liaising with payroll regarding terms & conditions • Creation of TUPE correspondence, including measures letter & TUPE letters • Onboarding (as above) • Providing relevant training as required • Providing line manager training 	<ul style="list-style-type: none"> • Business Leads to support onboarding process in areas of own expertise
Volunteers	<ul style="list-style-type: none"> • Manage volunteer recruitment/onboarding process • Update SCR • Regular reviews 	<ul style="list-style-type: none"> • Academy to signpost potential volunteers to People Team • Academy/Team obtain, verify & photocopy/scan DBS Documents, ID etc • Lead to complete volunteers risk assessment and share with People Team
Flexible Working Requests	<ul style="list-style-type: none"> • Oversee flexible working process • Update flexible working tracker • Support on a case-by-case basis as required • Mange/update resources 	<ul style="list-style-type: none"> • Lead to follow the flexible working process as per the policy
Contractual Change	<ul style="list-style-type: none"> • Manage contractual change request forms for submission to recruitment panel • Update systems • Produce & publish contractual change letter • Update relevant trackers 	<ul style="list-style-type: none"> • Carefully consider & discuss staffing levels & needs with Director/Line Manager • Lead to submit contractual change requests providing detailed justifications • Lead to inform the colleague of the outcome
Appraisal	<ul style="list-style-type: none"> • Monitor completion • Mange/update resources 	<ul style="list-style-type: none"> • Line Manager to complete appraisal review process as per policy • Lead to complete annual appraisal completion declaration
Case Work (Incl Disciplinarys & Grievance)	<ul style="list-style-type: none"> • High level case work managed by People Team • Liaise with legal parties • Coordinate hearings • Coordinate case work documents • Settlement agreements • Support on a case-by-case basis as required • Review & update guidance resources to support process • Mange/update resources • Update case work tracker 	<ul style="list-style-type: none"> • Attend annual training (as required) • Lead investigations (informal/formal), including the role of investigating/disciplinary officer (as appropriate)



People Core Offer

Description	People Team	Academy/Team
Long Service Days	<ul style="list-style-type: none"> Send annal confirmation/celebration letters Maintain long service entitlement tracker 	<ul style="list-style-type: none"> Colleague inputs onto Portal for line manager to authorise
Maternity/ Adoption	<ul style="list-style-type: none"> Send maternity confirmation letter Produce maternity information pack Update iTrent Mange/update resources Update maternity tracker 	<ul style="list-style-type: none"> Lead to inform People Team of pregnancy Lead & colleague to complete initial expectant mother risk assessment & review throughout pregnancy Colleague to complete the Maternity Plan & provide MATB1 Form. Lead to discuss & arrange KIT days where applicable
Sickness Absence Management	<ul style="list-style-type: none"> Support leaders on a case by case basis as required Support colleagues on long term absence Monitor sickness absence process has been completed Input Occupational Health (OH) referrals & provide detailed account to Line Manager with recommendations Support with OH advice including reasonable adjustments Maintain fit note tracker, OH referral tracker Manage/update resources 	<ul style="list-style-type: none"> Line Manager to follow sickness absence management process/policy Line Manager to log all sickness absence dates on iTrent Colleagues to provide fit notes as required
Wellbeing Network	<ul style="list-style-type: none"> Liaise & support the Wellbeing Champions/ Head Teachers / Leads building awareness of wellbeing in our academies Supporting ideas tailored to individual Academies/Teams Develop supportive tools & resources 	<ul style="list-style-type: none"> Lead to work with the Wellbeing Network to actively promote & support a culture of wellbeing
Employee Assistance Programme	<ul style="list-style-type: none"> Manage contract with EAP provider & continuously review usage and the offer Promote EAP offer 	<ul style="list-style-type: none"> Lead & Wellbeing Network to promote EAP offer
People & Culture Survey	<ul style="list-style-type: none"> Create & review of survey form Analysis & reports at school & Trust level Highlight key trends Seek feedback on how to continuously improve the survey to ensure results are meaningful 	
Learning & Development	<ul style="list-style-type: none"> Work in partnership with providers Seek Apprenticeship/Qualification/CPD training opportunities Support apprenticeship levy process Seek accreditation opportunities Mange/update resources 	<ul style="list-style-type: none"> Lead & Line Manager to promote opportunities to colleagues Lead & Line Manager to highlight skill gaps
Annual HR & Trust Wide Training	<ul style="list-style-type: none"> Facilitate annual HR training incl. Disciplinary, Capability, Sickness absence & Grievance (face to face) Send annual mandatory online Trust wide training – completion managed by relevant Trust Leads Facilitate safer recruitment & maintain register 	<ul style="list-style-type: none"> All colleagues to attend face to face training as appropriate

People Core Offer

Description	People Team	Academy/Team
Single Central Record	<ul style="list-style-type: none"> Manage SCR MIS & maintain compliance Implement updates to legislation / requirements & update relevant persons Complete monthly audit checks Onsite support during OFSTED inspection Manage/update resources Obtain letters of assurance 	<ul style="list-style-type: none"> Lead to complete half termly audit with People Team SCR Lead Lead to update People Team regarding internal moves
School Workforce Census (all academies)	<ul style="list-style-type: none"> Preparation of School Workforce Census Correcting errors highlighted on Collect Submission of School Workforce Census 	<ul style="list-style-type: none"> Schools who have joined the Trust during the academic year need to submit their School Workforce Census
Electronic Personnel Files	<ul style="list-style-type: none"> Manage electronic system Personnel file audit Scan/save documentation 	<ul style="list-style-type: none"> Academy/Team send copies of all letter/forms/documents to People Team
HR Policies	<ul style="list-style-type: none"> Write / update / review all HR Policies 	
HR Audit	<ul style="list-style-type: none"> Monthly personnel file audit Monthly HR audit Business Team internal audits 	
Data/Reporting	<ul style="list-style-type: none"> Produce monthly HR dashboard and analyse Produce monthly Head Teacher/Leader reports and analyse Produce monthly safeguarding & prevent reports Termly recruitment data How are we doing survey (6 months) 	
Leavers	<ul style="list-style-type: none"> Acknowledge & send leavers information Remove from systems/trackers Leavers Feedback Meeting as required Trust Lead letter 	<ul style="list-style-type: none"> Academy/Team to ensure LAP equipment is returned
Ad Hoc	<ul style="list-style-type: none"> Visits to schools Continuous update/review of People/Admin Toolkit & resources for all areas People Team Updates/Newsletters Retention of records in line with Data Protection Act 2018 Reflect changes to legislation 	





Data Protection (DPO)

Data Protection is led by the Data Protection Officer (DPO) who is responsible for monitoring compliance with current data protection law providing knowledge, support and advice on best practice. The DPO works closely with the Data Controllers and Data Leads (Headteachers and Administrators) in each school/setting and assists them to record and monitor compliance through our central GDPR platform.

Data Protection Core Offer

Description	Central Team	Academy/Team
GDPR Guidance	<ul style="list-style-type: none"> Provide guidance, support and leadership on data protection legislation and regulation across the school or trust working with all teams as required. Provide pragmatic, quality and timely ad hoc advice to all areas of the trust or school to ensure all new initiatives comply with the DPA, UKGDPR and future legislation as that arises 	<ul style="list-style-type: none"> Data Controllers / Leads to disseminate guidance and legislation to all colleagues
GDPR Training	<ul style="list-style-type: none"> Ensure that governors/trustees, senior management and staff are regularly briefed on relevant developments Accountable for the annual GDPR training process 	<ul style="list-style-type: none"> All colleagues receive Data Protection training annually New staters to receive training within one month of starting
GDPR Audits	<ul style="list-style-type: none"> Review the Audit process and outcomes to ensure compliance. Advise about changes needed to secure the standard required by the UKGDPR identified through gap analysis. Provide support as required. 	<ul style="list-style-type: none"> Data Controllers / Leads attend reviews with Trust Data Protection Officer Action outcomes arising from GDPR audits
Policies	<ul style="list-style-type: none"> Support or review retention and data cleansing into systems used to manage personal data in compliance with school or trust obligations Develop, advise, support or review relevant policies and procedures in preparation for UK GDPR. 	<ul style="list-style-type: none"> Data Leads to regularly remind colleagues to read relevant policies and procedures and to ensure they follow the procedures as laid out.

Data Protection Core Offer

Description	Central Team	Academy/Team
Data Protection	<ul style="list-style-type: none"> Provide strategic advice on information security matters to ensure compliance with data privacy laws and regulations, international security standards and protection of data against unlawful access, sharing or loss Review, carry out or assess regular risk assessments of the handling of data and maintain and update the risk register. Advise about how and when Privacy Impact Assessments should be carried out. Provide support as required. 	<ul style="list-style-type: none"> Academies to ensure they follow the data protection policy and are responsible for their own data and how its managed. Action outcomes arising from the risk assessment Complete DPIA with third party supplier where necessary
Data Privacy	<ul style="list-style-type: none"> Monitor and keep up to date with privacy developments and governance strategies for data management that are relevant in the educational setting. Work with relevant IT professionals to ensure that there is compliance with data security ➤ measures within the trust or school. Review or support or provide relevant data privacy training for the school community. Maintain a privacy knowledge base of relevant laws, guidance and advice across all jurisdictions as required. Support, advise or review the Privacy by Design ethos so that it is secured within the school or trust. 	<ul style="list-style-type: none"> Attend training / updates for Data Protection and Privacy Follow processes set out by the Data Protection officer
Third Party Suppliers	<ul style="list-style-type: none"> Consider arrangements for third parties and obligations to secure agreement to UK GDPR principles 	<ul style="list-style-type: none"> All colleagues to inform Finance and DPO of new suppliers before engaging in their services
Subject Access Requests	<ul style="list-style-type: none"> Ensure that colleagues are briefed and trained to recognise a Subject Access Request (SARs) and actions to take. Support Data Leads to manage requests 	<ul style="list-style-type: none"> Data Controllers/ Leads inform Data Protection Officer At all times treat the request as confidential GDPR Leads/Data Controllers carry out the request and ensure they meet the statutory deadline
Freedom of Information Requests	<ul style="list-style-type: none"> Ensure that colleagues are briefed and trained to recognise a Freedom of Information Request (Fol) and actions to take. Support Data Leads to manage requests 	<ul style="list-style-type: none"> Data Controllers/ Leads inform Data Protection Officer At all times treat the request as confidential GDPR Leads/Data Controllers carry out the request and ensure they meet the statutory deadline
Data Security Breach	<ul style="list-style-type: none"> Support the process of managing any data security breaches. This may involve co-ordinating and/or investigating the breach. Advise, support and/or manage all data protection complaints and data security breaches. Cooperate with and act as the contact point for the Information Commissioner's Office or the relevant supervisory authority on issues relating to processing and consult, where appropriate, with regard to any other matter Advise on management of incidents involving loss of personal data 	<ul style="list-style-type: none"> All colleagues should inform the DPO immediately of any Data breach Data leads to log the Breach Undertake training to negate further data breaches



Governance

Governance is led by our Trust Governance Professional to develop and support the governance function across the organisation. The Trust Board is responsible for all the schools within the Trust. The Board and the Local Ethos and Advisory Governance committees and their administrators are supported by an experienced Governance Professional to ensure that all statutory requirements are met and ensure the governance model supports and sustains the impact of a high-quality Trust.

Governance Core Offer

Description	Central Team	Academy/Team
EAC Committees	<ul style="list-style-type: none">• Ensure ToR for EAC Committees is updated annually and disseminated to relevant parties• Update application documents to reflect statutory legislation and disseminate• Ensure Parent EAC nomination process is up to date and follows statutory guidance• Communication from the Trust Board, Trust Lead, Executive Team and Diocese is disseminated to relevant parties• Centralise the Skills audit, recruitment and selection process.• New member EAC paperwork is set up from GP, sent to members via docusign and then sent to people team.• Communications to EAC members to come from central GP email.• Responsible for EAC Committee membership incl. skills auditing, recruitment and selection	

Governance Core Offer

Description	Central Team/Leads	Academy/Team
EAC Committees Cont'd	<ul style="list-style-type: none">• EAC Administrators follow process for new EAC committee members and ensure all paperwork is completed and sent to People and Governance team.• Parent EAC Committee members nomination process to be followed as set out• Ensure communications are sent out to EAC Committee members• New Heads to take part in training where necessary on the local EAC Arrangements	
Induction & Training	<ul style="list-style-type: none">• Ensure relevant induction and training in place for new and existing EAC Committee members• Ensure new EAC members attend induction and training events	
Onboarding New Schools	<ul style="list-style-type: none">• Identify new members of the governing body to transfer over to the EAC• Build relationship with new EAC committee members• New member EAC paperwork is set up from GP, sent to members via docusign and then sent to people team.	
Complaints / Appeals Panels	<ul style="list-style-type: none">• Support and guide with formal complaints / Appeals and ensure that procedures are followed• Convene a complaints panel where required• Attend and guide panels are required• Liaise with legal services as appropriate• Ensure the relevant process working within the policy	
Compliance	<ul style="list-style-type: none">• Ensuring compliance of the Trust websites• Policy Management• Ensuring regular compliance checks for school websites	





Estates Management, Health & Safety

Our integral Trust Estates Team are managed and led by our Trust Lead for Business who is supported by an experienced team.

The team work closely with the Headteachers and utilise our integrated and intuitive monitoring and management system to ensure Health, Safety and all aspects of building compliance are maintained at all times.

Our Estates Strategy has a combined aim of ensuring the highest quality environments and facilities that fully support the teaching and learning of our children, whilst implementing innovative systems that enable long term sustainability of our buildings.

The Asset Management Plan ensures that both routine condition surveys, and individual Academy vision plans are combined to enable effective planning and decision making supporting the Trust's needs now and in the future.

The Trust has extensive successful experience to lead on applying for grant funding through various funding streams, to enable improvements.

Estates Management, Health & Safety Core Offer

Description	Estates Team	Academy Team
Estates Management and Statutory Compliance	<ul style="list-style-type: none"> • Provision of experienced site staff who provide planned and reactive maintenance. • Procurement and management of insurance provision. • Insurance claims and liaison with claims handlers. • Annual Land and Building collection returns to ESFA • Collaboration and liaison with land owners (LA, Diocese, Local land owner) • Management of land and building lease agreements • Liaison with Legal specialists regarding any land ownership issues • Provide a full programme of routine maintenance via specialist contractors • Management of external contractors • Access and use of robust Compliance monitoring system (iAmCompliant) • Completion of all routine estates practices including weekly fire alarm test, litter picking and site security checks 	<ul style="list-style-type: none"> • All colleagues are responsible for the timely reporting of all site/estate issues or concerns using iAmCompliant helpdesk tool

Estates Management, Health & Safety Core Offer

Description	Estates Team	Academy Team
Estates Management and Statutory Compliance Cont....	<ul style="list-style-type: none"> Regular and routine programme of redecoration Tri-yearly tender management of estates contracts to ensure value for money and high quality service provision 	
Health & Safety	<ul style="list-style-type: none"> Acting as competent Person under Section 7 of the Management of Health and Safety at Work Regulations Annual H&S training for all colleagues Annual internal H&S audit H&S Rep training Ongoing support for H&S Reps Accident/Incident investigations Recommendations for improvements Point of reference for all H&S matters On site support for all HSE visits and inspections Producing H&S Policy Ensuring H&S issues are rectified in a timely manner Completion and review of general H&S risk assessments Completion of annual Fire Risk assessments H&S Induction process for all new colleagues H&S training and support for new Headteachers Reporting all RIDDOR accidents to HSE Liaison with enforcement bodies (HSE, Fire Brigade, Environmental Health) Provide access to calibrated test equipment (PAT test, Noise meter, Light Meter etc) Ensure compliance with all H&S legislation and relevant risk assessments Provide access to Paediatric first aid training slots – March & September) Provide access to Emergency First Aid training (annually - March) Provide access to First aid at Work training (annually – September) 	<ul style="list-style-type: none"> Headteacher is responsible for identifying a suitable colleague from within the school to be appointed and trained as H&S Representative Headteacher is responsible for identifying a suitable colleague to be trained and act as an EVC (educational Visits Co-Ordinator) for the school. All colleagues are responsible for the timely completion of electronic accident/incident report forms via iAMCompliant All colleagues are responsible for adhering to all safety procedures as defined in the H&S Policies Headteacher is responsible for ensuring completion of routine fire drills Headteacher is responsible for identifying suitable colleague(s) to undertake first aid training Headteacher is responsible for completing a monthly site inspection alongside the H&S Rep.
Grounds	<ul style="list-style-type: none"> Management of grounds maintenance provision via a thorough specification Contract management of external provision Grounds maintenance quality assurance 	
Cleaning	<ul style="list-style-type: none"> Management of school cleaning provision – either inhouse or contracted. Completion of COSHH Risk assessments Procurement of cleaning materials and supplies Routine cleaning monitoring inspection 	
Security	<ul style="list-style-type: none"> Ensuring high level of security is implemented including access control systems and CCTV where appropriate. Priority response and attendance to all security issues Emergency response and attendance to make sites secure out of hours Management and servicing of installed security systems (Alarms/ID card system/CCTV) 	<ul style="list-style-type: none"> All colleagues are responsible for security and must adhere to the security policy and report any issues to Estates team directly for rectification.
Policies (Review/ Updates)	<ul style="list-style-type: none"> Write/update/review all Health & Safety Policies 	
Data	<ul style="list-style-type: none"> Estates Dashboard Headteacher Dashboards 	

Estates Management, Health & Safety Core Offer

Description	Estates Team	Academy Team
Ad Hoc	<ul style="list-style-type: none">• Site visits to support Headteacher/Colleagues with any H&S, security, compliance or estates concerns.• Provide equipment, hardware and training to Site Supervisors	
Projects	<ul style="list-style-type: none">• Plan, manage and oversee all elements of capital projects• Creation and submission of capital funding grants including all evidence collections (CIF/Lottery/ESFA).• Fulfil the 'Client' role of CDM regulations 2015• Ensuring works completed in compliance with CDM Regulation 2015.• Liaise with all stakeholders (LA/Diocese/Planning departments) to ensure smooth delivery of projects from start to completion• Full liaison with designer and main contractor for all estates projects.• Ensuring projects are completed in budget and procured inline with the Trust finance policy.	<ul style="list-style-type: none">• Headteacher to to collaborate with the Estates team to ensure the vision for the school is linked to future planned projects





Catering

The Trust has an experienced Catering Lead who oversees and supports all areas of catering (in-house and external contracts). We deliver a high-quality dining experience using locally sourced, fresh ingredients, ensuring that our children receive healthy and nutritious food.

Our catering provision works with all of our stakeholders to deliver a whole school approach to food. Food is vitally important to a child's education. We encourage and enable schools across the Trust to serve great, creative school food that doesn't just fill our children up but feeds their imagination too. We actively work with each school team to ensure that every child can access healthy nutritious foods.

Teaching the next generation how to cook and enjoy real food is crucial for their long-term physical and mental health, our Kitchen managers will support teaching colleagues in the delivery of this wherever possible.

The service is provided for all schools in the Trust, with an evaluation of the best delivery model for new schools being carried out within the first 12 months of joining the Trust.

Catering Core Offer

Description	Catering Team	Academy/Team
To Provide an Excellent Catering Service	<ul style="list-style-type: none"> Following the School Food Standards Produce menus that follow guidelines Using fresh, seasonal produce, always sourced responsibly, as local as possible Sourcing & securing procurement Ordering correct products and amounts Monitoring and checking deliveries Preparing, and cooking school lunches Monitoring wastes level Making sure all food is safe – temperature checks Allergen checks Special dietary requirements catered for Monitor Catering equipment - reporting issues Consulting our pupils about the food we serve, taking their views into account Kitchens & equipment obtaining and maintaining an EHO 5* rating Outsourced contracts managed Working with SLT and School Council to look at the best delivery model/s for the school Working with the colleagues to ensure meals and lunchtimes are inclusive for all 	<ul style="list-style-type: none"> Academy to ensure parents/guardians know how to access free school meals Academy to actively promote UIFSM funding via October census day campaigns Academy working towards a whole school approach towards food Admins fill in forms with parents Regular agenda point on the School Council's agenda , feed back to the Catering Lead Colleagues to contact the Catering Lead for any special requirements

Catering Core Offer

Description	Catering Team	Academy/Team
People	<ul style="list-style-type: none"> Our Catering teams are valued members of the school community Paying them fairly, with the Living Wage as a minimum Including them in catering decisions Investing in them, providing ongoing opportunities to train and master new skills Supporting them to create a positive eating environment Consulting with the kitchen teams about the resources and support they need 	<ul style="list-style-type: none"> Headteacher to ensure Catering are included in whole School Training i.e. Safeguarding. Headteacher to ensure Catering teams are part of the School community.
Culture & Environment	<ul style="list-style-type: none"> Support putting food at the heart of our school and link up the kitchen and classrooms to ensure food is part of a child's education Treating children as customers at lunchtime, always welcoming them with a smile and creating a relaxed environment in which they can enjoy their food Ensure food looks enticing and is served with positivity, pride and expertise 	<ul style="list-style-type: none"> Academy to support lunchtime provision , encouraging a fun and relaxed environment Headteachers to encourage our teaching and support colleagues to eat with the children
Financial	<ul style="list-style-type: none"> Costed Quality Menus Monthly Stock takes Monthly Catering reports including KPI's Budget setting & Monitoring of Service 	<ul style="list-style-type: none"> Academy to ensure parents/guardians know how to access school lunches and pay for them
Catering Policies (review and updates)	<ul style="list-style-type: none"> Write/update/review all Catering Policies Kitchen Risk Assessments HACCAP Catering training records Compliance record book 	
Catering Audits	<ul style="list-style-type: none"> Termly Catering Audit Annual Catering Audit 	
Marketing and Promoting	<ul style="list-style-type: none"> Maximise meal uptake Theme Days Engage with all stakeholders Tasting days for parents and pupils Provide marketing material and campaigns for census days to maximise government funding 	<ul style="list-style-type: none"> School councils - Speak to pupils to obtain feedback/ ideas School Leads - Liaising with parents School Admins - populate websites and regularly promote meals with photos on social media Academy to actively promote census days to maximise government funding
The community	<ul style="list-style-type: none"> Develop relationships Community lunches 	
Out Sourced Catering Provision	<ul style="list-style-type: none"> Develop relationships with colleagues Manage external contracts Monitor food quality 	



IT

The Trust outsources its IT provision to a third party, Computeam, through a fully supported managed service and this enables the IT function to support the educational needs and aims of the Trust.

Resources are deployed efficiently and value for money is maximised through Trust-wide purchasing. Following considerable investment, a clear 5-year plan is in place, keeping our Trust in line with technology standards and alignment of software. An up-to-date and extensive IT offer is provided to all colleagues.

We commit to ensuring all schools within the Trust have high quality IT infrastructure and hardware inline with our standard model, investing in new schools that join our School Trust.

Admissions

We have a centralised approach to Admissions which is led by our Admissions Team. Policies are made available through our Teams for all our schools.

Risk Management

Through the work of our Governance team, our Leaders and Governors are supported to develop a culture where risk management is an active and living process. We have a full integrated risk management software programme and schools are supported to report, analyse and understand risk.

Legal

If you are considering joining our School Trust our Business Support Team, who have considerable experience, can support the process of conversion, getting consent, converting to academy status and joining our School Trust.



Learning Academy
Partnership