Learning Academy Partnership

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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 for 2021 – 2024 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, Managers 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)	• 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	• Raise orders on PSF Portal • Goods receipt orders as items arrive • Chase suppliers if goods not delivered
Value for Money/ SLA	• Liaise with budget holders re contractual renewal • Participate in procurement processes • Ensure all paperwork is completed/ collated and approved • Update Every - Contracts database • Review areas of spend to identify savings • Co-ordinate collaborative purchasing	• Obtain quotes and complete paperwork in line with SoD
Banking	• Process all income transactions • Process all expense transactions e.g. direct debits /charge card payments • Complete bank reconciliation on a weekly basis	
Investment	• 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	• Create trip on PSF • Process income and expenditure • Reconcile trip	• Cost trip • Send letters to parents • Create trip on Bromcom • Chase debt
Charge Cards	• Check and Process charge card expenses • Process monthly charge card payments • Reconcile each card account on a monthly basis investigating and resolving any differences	• Use card and complete documentation - send to finance
Debtors	• Raise sales ledger invoices • Chase Trust wide debtors • Support schools with debt collection re Bromcom debt	• Create debtors on Famly and/ or Bromcom • Chase Bromcom debt

Budget Setting	• Review and calculate:
	  • Staffing
	  • Non Pay
	  • Income
	  • Activity	

Budget Monitoring	• Monthly tasks which include:
	  • 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
		• Provide monthly pupil data

Year End	• Complete all processes	
Audit	• 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	• - 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	• Review and update policies and Scheme of Delegation • Maintain finance procedures	
Payroll	• Complete monthly payroll process • Update tax codes/ contractual changes/ unpaid leave/ AoE's etc • Calculate and process 3rd party payments • Process colleague deductions for maternity, paternity & sickness • Process colleague deductions for colleague benefits • Promote colleague benefits • Maintain colleague portal • Monthly compliance returns to external parties • Monthly overtime reports • Complete year end processes • Support Colleague Salary Statements • Teacher Salary Statements • Tupe Colleagues • Update Payroll system with increments/ factor changes/ payscales	On Colleague portal: • Enter overtime claims • Enter mileage claims • Enter expense claims • Approve overtime claims • Approve mileage claims • Approve expense claims • Enter absence including annual leave and sickness
Ad Hoc	• Costings for staffing changes/ recruitment • Cost options analyses and business cases • Project work including IT/ MIS • Due Diligence • Evaluate benchmarking data to inform decisions • Manage contracts including PSF, Computeam and Moxton • Develop and provide training to Board, Headteachers, and Administrators • Identify grant funding • Regular visits to schools	

People (HR)

Through the work of the Trust Lead for People & Governance who is CIPD level 7 qualified and her team, the Trust is committed to delivering a high quality 'People Strategy' to attract, recruit, develop and retain the highest quality of professionals in all our schools and teams across our School Trust.

We aim to be creative and flexible in our approach to recruitment ensuring we employ the very best talent. We also have a clear strategies to ensure our colleagues receive the best opportunities and professional development.

We are keen to continue to embed a culture where all colleagues feel valued and supported and can flourish. We are committed to our colleagues' wellbeing. This is part of our journey to become an Employer of Choice.

The HR function is fully centralised, with people management activities, systems and templates, reporting and recording standardised. We strive to always deliver an excellent scalable and sustainable HR service.

People Core Offer

Description	People Team	Academy/Team	Actions
Recruitment	• RTR/Waiver's form/Contract Change • External Adverts • Internal Adverts • Social Media • Interview Packs - shortlisting grid, interview questions, candidates' application forms, references • Invite to Interview • DBS Self Disclosure • Seeking agencies and building relationships to support our recruitment and supply needs • Online Checks for shortlisted candidates	• Shortlisting • Copy DBS Documents • Coordinate Interview Day • ID Checks • School Social Media Platforms • • • • •	• Ensure all documents/ forms are dated. • ID checks to be signed 'original seen' and dated

People Core Offer

Description	People Team	Academy/Team	Actions
New Starter Process	• DBS/List 99 • Reference Checks • Prohibition Checks • Childcare Disqualification Checks • Qualification Checks inc. QTS • New Starter Pack • OH referral • Right to Work Checks • ID Checks • Adding to relevant systems/trackers (e.g. MHR/SCR) • ID Badges • Request account details • Account creation • Arrange Equipment • Welcome Letter		
Electronic Personnel Files	• Managed by People Team	• Copies of letter sent to People Team	
Contracts	• Offer Letter • Contract Letter • Terms & Conditions • Statement of Particulars • Salary statements		
Conversion / TUPE	• TUPE • Due Diligence • - Onboarding		
School Workforce Census	• Preparation/submission by People Team		
Maternity	• Update tracker • Chase risk assessments • Individual supported throughout maternity leave • Communication link during maternity leave • Welcome Letter and Maternity Packs		
Trust Colleague Handbook	• Developed and updated		
Sickness Absence Management	• Update absence records • Support for individual cases as required • Trigger 3 onwards • Support individuals on long term sick • Check RTW's are completed and logged • Line Manager training	• Add Sickness Absence Dates onto Portal • Complete/Submit RTW Forms to People Team • Manage cases up to Trigger 2	

People Core Offer

Description	People Team	Academy/Team	Actions
HR Policies	• Write / update / review all HR Polices		
Job Descriptions	• Write / update / review all Job Descriptions and Person Specifications	• Support People Team	
HR Audit	• - Monthly HR Audit • - P-file Audit • Annual HR Audit • SCR Audit • Internal Audit X3 • Generate and edit Headteacher /Manager reports		
Case Work (Incl Disciplinaries & Grievance)	• Managed by People Team • Liaise with legal parties • Coordinate Hearings • Coordinate case work documents	• Investigating officer • Reports as required	
Data	• HR Dashboard • Headteacher/Manager Dashboards • Safeguarding & Prevent Dashboard • Recruitment Dashboard		
Leave / Long Service Days	• Annual Letters • Overseen by People Team		• Individuals input on Portal
Single Central Record	• Managed by People Team • New Starters / Leavers • Annual Checks • Onsite support during OFSTED inspection • Continuous checks and updating new information	• Termly Checks with Headteachers/Manager	•
Leavers feedback forms and follow up meetings	• Exit Meeting (if requested) • New Starter Survey		
Annual Salary Statements (Teacher/Support Colleagues)	• Managed by People Team/Payroll		
Employee Assistance Programme	• Liaise with our EAP provider seeking support • Supporting Headteachers/Manager understanding the offer of the EAP • Promoting the EAP offer		
Weekly Jobs Bulletin	• Liaising with Headteachers /Managers/Admins and colleagues to seek Happy news stories • Pulling together all current job vacancies and sending to all colleagues •		

People Core Offer

Description	People Team	Academy/Team	Actions
Ad Hoc	• Annual HR Checks – Code of Conduct, AUP etc • HR Governance • Co-ordinate Trust induction • Regular visits to schools • Flu Jab • Due diligence • Continue to seek new CPD opportunities through internal and external partners. • Supporting Website Management	• Carry out school based induction	
Wellbeing Network	• Liaise and support the Wellbeing champions/ Headteachers /Leads building awareness of wellbeing in our academies • Supporting ideas tailored to individual Academies/Teams		
Administration Team	• Administration QA Cycle • Review of Academy Administration Teams • Training one to one and group • Ongoing Individual support • Report to Headteachers on Admin Review with recommendations		• Update QA cycle yearly to reflect latest legislation

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	• Procurement and management of insurance provision. • Insurance claims • 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 (EVERY) • Completion of all routine estates practices including weekly fire alarm test, litter picking and site security checks • Regular and routine programme of redecoration	• Timely reporting of all site/estate issues or concerns

Estates Management, Health & Safety Core Offer

Description	Estates Team	Academy Team
Health & Safety	• 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 (bi annual slots – March & September) • Provide access to Emergency First Aid training (annually - March) • Provide access to First aid at Work training (annually – September)	Identifying a suitable colleague to be appointed as H&S Representative • Identifying a suitable colleague to be a H&S Support Rep (usually EVC) • Timely completion of electronic accident/incident report forms • Adhesion to all safety procedures as defined in the H&S Policies • Ensure completion of routine fire drills (reminders sent via compliance software) • Completion of trips & Visits Risk assessments (Support Rep) • Identify suitable colleague(s) to undertake first aid training • Headteachers complete monthly site inspection
Cleaning	• 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	• 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)	• Ensure all colleagues adhere to the security policy and report any issues to Estates team to rectification.
Policies (Review/ Updates)	• Write/update/review all Health & Safety Polices	
Data	• Estates Dashboard • Headteacher Dashboards	
Ad Hoc	• Site visits to support Headteacher/Colleagues with any H&S, security, compliance or estates concerns.	

Estates Management, Health & Safety Core Offer

Description	Estates Team	Academy Team
Projects	• 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. •	• Collaborate with the Estates team to ensure 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	Actions
To Provide an Excellent Catering Service	• 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	• Ensuring parents/guardians know how to access free school meals • Promote UIFSM • Headteachers/ All colleagues 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	Actions
People	• 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	• Whole School Training i.e. Safeguarding. Catering teams are included • Catering teams receive emails from the school they work in so are aware of what is going in the school	
Culture & Environment	• We put food at the heart of our school and link up the kitchen and classrooms to ensure food is part of a child's education • Make lunchtime fun • Treating children as customers at lunchtime, always welcoming them with a smile and creating a relaxed environment in which they can enjoy their food • Food looking enticing and being served with positivity, pride and expertise • Working as a team across the school community to promote a good school food culture, making school food fun and educational, and encouraging all pupils to eat it	• All colleagues- Support lunchtime provision , encouraging a fun and relaxed environment • Encouraging our teaching and support colleagues to eat with the children	
Financial	• Costed Quality Menus • Monthly Stock takes • Monthly Catering reports including KPI's • Budget setting & Monitoring of Service	• Ensuring parents/guardians know how to access school lunches and pay for them	
Catering Policies (review and updates)	• Write/update/review all Catering Polices • Kitchen Risk Assessments • HACCAP • Catering training records • Compliance record book		
Job Description for Catering	• Write / update / review Job Description		
Catering Audits	• Termly Catering Audit • Annual Catering Audit		
Marketing and Promoting	• Maximise meal uptake • - Theme Days • - Engage with all stakeholders • - Tasting days for parents and pupils	• 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	

Catering Core Offer

Description	Catering Team	Academy/Team	Actions
The community	• Develop relationships • Community lunches	• All stakeholders	
Out Sourced Catering Provision	• Develop relationships with colleagues		• Trust Catering lead to • Manage contract • Monitor food quality • Monitor due diligence • Monthly meetings with contractor

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.

Data Protection

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 (Headteachers and administrators) in each school/setting and assists them to record and monitor compliance through our central GDPR platform.

Governance

The Trust Board is responsible for all the schools within the Trust. The Board and the Local Advisory Governance committees and local Clerks are supported by an experienced Governance Professional to ensure that all statutory requirements are met and published.

Policies

We have a centralised approach to policies. Subject specific specialists monitor and review the cycle of renewal and the policy content. Policies are made available through our Colleague Self Service Portal and 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.

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