

Woodard Academies Trust Central Services Summary

28th November 2019

Educational Development

- School improvement visits, reports, guidance and programmes led by Chief Education Officer and Director of School Improvement
- CPD programmes for senior and middle school leadership and NQTs
- Production and dissemination of educational KPIs to spread best practice
- Provision of National Association of Special Educational Needs membership
- Provision of Fischer Family Trust educational data analysis and predictions software
- Provision of The Key information resource for school managers
- Provision of GL assessment software. Provides baseline core subject testing, PASS, CATS and SEN Diagnosis as well as staff and parent survey tools
- Management of relations with Regional Schools Commissioners and related reporting
- Management of relations with DfE/ESFA and related reporting
- Funding for specific school interventions including inter-school teacher assistance
- Training for Academy Councils on specific education-related topics such as LAC, SEN, PP etc
- Coaching, mentoring and development of staff at all levels through the work of the Director of School Improvement in each academy

Finance

- Chief Education Officer is the Accounting Officer with full accountability to Parliament
- Management, analysis and direction of annual budget process, including mandatory three-year plans
- Management, analysis and direction of monthly management reports, cash flows, and balance sheets
- Project management of year end accounts production process
- Management of year end external audit, lead contact with External Auditors, manage and monitor queries, respond to technical accounting queries
- Management and provision of external services for all internal audit functions
- Collate, review and quality assure all submissions to DfE/ESFA that affects funding, including pupil number returns and funding claims to ensure compliance. Present Annual Accounts submission, AFR, AAR, BFRO, BFR, LBCT and a new Annual Internal Scrutiny Report
- Management of Annual audit of pension schemes and related certificates
- Production of financial KPIs across the schools compared with national benchmarks to help direct budgets and plans
- Management of Trust trading company, VAT and Corporation Tax requirements including submission and process of quarterly VAT Return
- Provision of Trust Company Secretarial Services and statutory filings

- Communication and clarification of all DfE funding streams for both accounting and budgeting purposes
- Statutory Gender Pay Gap Reporting
- Statutory National Statistics Survey filings
- Management of banking arrangements
- Treasury management
- Compliance with Academies Financial Handbook and Master Funding Agreements
- Management of annual SCA Capital Funding submissions and allocations.
- Provision of Civica/Corero accounting software including Chart of Accounts mapped to DfE reporting requirements as well as specific school support to transition to HMRC's Making Tax Digital requirement
- Provision of Academy Payroll Processes including meeting all requirements of PAYE, LGPS and Teachers Pensions
- Provision of HCSS accounting and planning software to enable reports to ESFA
- Provision of Asset Manager software or alternative arrangements for fixed asset accounting
- Contract management and procurement across a range of services including insurance, gas, and electricity supplies. Handling of major insurance claims. Provision of utilities invoice checking service with all savings given directly to schools
- Procurement analysis enabled by Woodard specialist procurement adviser and recommendations on a range of other cost including photocopier and other service contracts. Co-ordination of procurement reviews
- Oversight of reserves enabling emergency capital funding requirements and mutual school assistance for benefit of whole Trust
- Legal support and costs in event schools face issues outside of normal annual operating requirements
- Provision of property survey services when schools have special requirements
- Support, guidance and accounting framework to ensure the Trust meets all requirements of VFM and regularity as annually certified by the accounting officer
- Oversight and production of all finance policies as listed on policy page
- Provision of finance support and advice from the Centre including Trust seminars to establish and share best practice across the Trust
- Provision of Health and Safety Support including Management Reporting as well as Reviews of Health and Safety framework and compliance in each academy to ensure the Trust meets statutory fire safety and other regulatory requirements as well as deploys the best sector practice for schools and minimises risk to children and staff.

HR & Governance

HR Advice and Support

- Management of all national union negotiations including pay & grading, general contract, employment policies, performance appraisal, teacher and support staff pay policies. Provision of Trade Union Facilities costs for all schools
- Provision of Educare (from 1st December 2019), the leading provider of essential duty of care and safeguarding training for teachers, governors

and support staff; 37 CPD certified online courses with unlimited access on 37 topics around health & safety, safeguarding, compliance & wellbeing, from mental health to child protection to the SEND Code of Practice.

- Provision of Blue Wave Swift programme for school development and performance management
- Development and consultation on a large range of governance and employment policies, as listed on policy page
- Staff Portal and Management Guidance Portal – policies, procedures, resources
- Management and provision of Trust recruitment services including E-Teach and The Guardian – support with senior appointments, overseas teaching and Home Office Tier 2 and Tier 5 applications. Tactical support with recruitment challenges
- Provision of Trust model contracts of employment and advice on variations
- HR advice and support with staff re-organisations and managing changing staffing needs. Advice and support on the management of absence and related casework
- Unlimited HR advice and support with staff disciplinary, conduct and capability processes and meetings. Attendance at meetings to advise dismissal or appeals panels
- Coaching and advice for Principals and other senior leaders with respect to complex people issues and employee relations casework
- Safeguarding advice and guidance on Single Central Record, Safer Recruitment and advice and guidance on the management of allegations against staff
- Co-ordination of Safeguarding Network – annual review of CP Safeguarding Policy
- Bulletins on changes to employee relations legislation and good practice
- Provision of a comprehensive range of model letters and resources to assist the management of employee relations casework
- Procurement and provision of DBS services through Babcock
- Procurement and provision of Occupational Health services through Medigold
- Employee engagement and well-being support and advice
- Training on HR, Performance Appraisal and People Management issues. Contribution to wider CPD offer on people management topics
- Development and maintenance of relationship with Apprenticeship providers to use apprenticeship levy. Direction for using the apprenticeship levy to develop workforce at all levels
- In conjunction with Principal, the management of protected conversations and the negotiation of settlement agreements (with legal advice) – single employer
- Provision of HR Management Information System (PS People) support and workflow development
- Undertaking job evaluation across the Trust, supporting schools with revisions to jobs/grading through the use of Zellis Job Evaluation Software
- Access to Xpert HR (via central team) for indepth HR and Employee relations resources
- Build, design and maintenance of all web site services including compliance with DfE/ESFA governance requirements

- Provision of Data Protection Officer - policies and governance supervision, including training and supervision of school GDPR champions. (Advice and support for Data breaches, SAR etc.)
- Provision of risk register templates to all schools for council meetings to enable statutory risk reports
- Co-ordination and Trust response for Freedom of Information Requests
- HR Network for Academy HR leads – support, advice, professional development
- Completion of employment related government returns – single employer.

Governance

- Advice and support on the management of parental complaints – appeal stage onwards
- Oversight and appointment of all new council members
- Induction and training for all new council members
- Oversight of academy council training and development offer, including Educare training package as noted above.
- Advice and support for Academy Councillors in the role in reviewing exclusions
- Provision of National Governance Association membership/resources for each Academy Chair/Clerk.

Policies, procedures and guidance provided by the Trust

- Appraisal – Teacher
- Appraisal – Academy Support Staff
- Anti-Bullying and Harassment Policy (including abuse of staff)
- Capability of Staff Teaching
- Capability of Staff Support
- Complaints Policy and Procedure
- Child Protection and Safeguarding (incl. managing allegations against staff)
- Data Protection and GDPR Policies
- Disciplinary Policy and Code of Conduct – Staff
- Equality and Diversity Policy – Employment
- Expenses Policy
- Finance Handbook
- Fraud Policy (prevention of Fraud)
- Freedom of Information Policy
- Gifts and Hospitality Policy
- Grievance Procedure
- Health and Safety Policy
- ICT Acceptable Use Policy
- Leave of Absence Policy
- Managing Changing Staff Needs
- Management of Sickness Absence
- Modern Slavery Policy
- Pay Policy – Teachers
- Pay Policy – Support Staff
- Pay Policy – First and Second Tier Leaders
- Pensions Discretion (LGPS)
- Performance Appraisal – Principals

- Risk Management Policy
- Safer Recruitment Policy
- Whistle Blowing Policy
- Procedure - Maternity Leave
- Procedure - Paternity Leave
- Procedure – Shared Parental Leave
- Procedure - Probation
- Scheme of Delegation
- Financial Scheme of Delegation