

LAAT

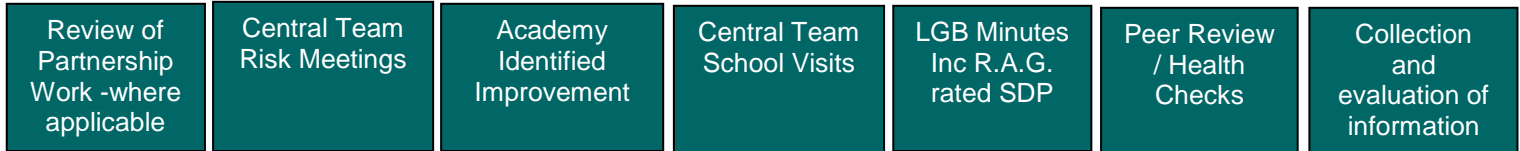
Offer to Academies

Schools serving their communities through excellence, exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him.

School Improvement Overview

Ongoing evaluation of the needs of LAAT Academies



If appropriate Individual Academy Action Plan will be created by the Trust. This is in addition to but complements and supports the school's own SDP / ADP.

Reviewing Intelligence Gathered

- SEA (QA) visits – Specifically School Improvement
- Academy Discussions – Overview of Academy performance and needs
- Risk meetings
- Directors Standards Committee meetings

Annual Academy Review
By LAAT
(Feedback sent to Heads and Chairs of Governors)

Academy Support Schedule for all LAAT Schools

Each School Receives	Purpose
School Improvement (QA) Visits	<p>Each half term there will be a visit from a Schools Effectiveness Advisor (SEA).</p> <p>These will be tailored to the needs of the school and to LAAT. We recognise that the context and needs of each school is different.</p> <p>The sessions will address similar areas including Standards, SDPs, SEFs, Safeguarding and Reviews of Teaching and Learning.</p>
Academy Discussions	<p>Each term, a Senior LAAT Officer will have a discussion with the school to summarise the overall position of the academy. This will cover the academy position, staffing issues and needs, talent management, data, quality of teaching and learning, governance overview, safeguarding and finance.</p> <p>Reports will go to Heads, Local Boards and LAAT SLT.</p>
Headteacher Performance Management	<p>Headteacher Performance Management will be provided as part of the LAAT package.</p> <p>Performance Management meetings for Headteachers will take place in the Autumn Term in late September or October and will follow the first SEA visit of the academic year.</p>
Hub Meetings (incorporated into the half termly Headteacher day below)	<p>Academies within LAAT will be grouped together in to Hubs who will act as supportive collaborative groups. These are usually geographical groups to make travel between the academies as easy as possible.</p> <p>An agenda for the meetings will be created jointly with the Heads therefore although there will be some similar themes, the Hubs will focus in different ways according to their needs.</p>
LAAT Headteacher Days	<p>These meetings will take place half termly and will involve all Headteachers within the Trust.</p> <p>The focus of the meetings will vary each time.</p> <p>Although they will be used in part as a Headteacher briefing session, the agenda will also be set in part by suggestions from the Headteachers.</p>
LAAT Chair of Governor Meetings	<p>LAAT will hold regular meetings for all Chairs of Governors.</p> <p>This will provide information for the Chairs, encourage a two-way dialogue and maintain clear expectations both ways.</p>

Academy Support for Schools in greater need

Some academies may be identified through the analysis of information as requiring a greater support. These will have a package devised for them making additional use of resources and officer time. This is intended to support the school in bringing about rapid improvement and will therefore be more intensive than for some other academies within the Trust. The support package may include additional items from the list below. **It may also incur additional costs to the school.**

The below will be used as appropriate for the needs of the school	Purpose
<p>Individual Academy Action Plan</p>	<p>An Individual Academy Action Plan may be needed following a half termly Risk meeting or due to circumstances within an Academy.</p> <p>The plan will be created by the central team and where appropriate school or Partner representatives.</p> <p>The Plan will clearly and concisely state the steps to be taken by the Trust to bring about rapid change in the Academy.</p> <p>The IAAP will support and not replace the School Development Plan.</p> <p>An amalgamated Plan may be appropriate once initial actions have been taken.</p>
<p>School Effectiveness Advisor Time (A charge may be made to the school for this support)</p>	<p>Additional SEA time will be available to these academies and the focus of the support will vary depending on need and context.</p> <p>The focus of this support will be agreed and clear milestones for success will be established.</p> <p>This intensive support will bring about rapid change within an academy.</p>
<p>Consultant Headteacher (A charge will be made to the school for this support)</p>	<p>It may be appropriate to deploy a Consultant Headteacher to provide support to a school.</p> <p>The role and remit of the Consultant Headteacher will be made very clear.</p> <p>The Consultant Headteacher is to support, challenge and provide advice to the Headteacher. The Consultant Headteacher does not take over responsibility for the school.</p> <p>LAAT will be mindful of the impact of this support on the Consultant Headteacher's own school.</p>
<p>Governance Review (A charge will be made to the school for this service)</p>	<p>In some circumstances an external review of Governance may be required.</p> <p>This will provide a clear view of the needs and strengths of the Governing Board at an Academy.</p> <p>The Governing Board and Trust will have clear actions identified following the review to further strengthen Governance.</p>

Human Resources Support for all Academies

Each School Receives
<ul style="list-style-type: none"> • Unlimited access to telephone and email support.
<ul style="list-style-type: none"> • Support in implementing all Trust HR policies and procedures: e.g. Disciplinary, Grievance, Flexible Working Applications
<ul style="list-style-type: none"> • Support for the panel at any hearing where dismissal is a possible outcome
<ul style="list-style-type: none"> • Support for appeal hearings
<ul style="list-style-type: none"> • Email bulletins and newsletters to keep you up to date with changes and best practice
<ul style="list-style-type: none"> • A suite of contracts, job descriptions and letter templates
<ul style="list-style-type: none"> • Audit of personnel records (at least annually)
<ul style="list-style-type: none"> • Recruitment pack for managers and welcome packs for all new employees to introduce them to the LAAT
<ul style="list-style-type: none"> • Recruitment Advertising advice and guidance
<ul style="list-style-type: none"> • HR policies written specifically for the Trust on a wide range of issues. These will be linked to the guidance offered to schools
<ul style="list-style-type: none"> • Suite of job descriptions and corresponding pay structures
<ul style="list-style-type: none"> • Online DBS checking service which has a help line staffed by experts
<ul style="list-style-type: none"> • HR training in areas such as managing sickness absence meetings & disciplinary meetings
<ul style="list-style-type: none"> • A central point for dealing with trade union consultation and engagement
<ul style="list-style-type: none"> • Advice and support for the Teachers' annual pay award process and any appeals that may arise from it
<ul style="list-style-type: none"> • Access to reduced cost Occupational Health referral service offering: <ol style="list-style-type: none"> i. Pre-employment questionnaires ii. Initial consultation and follow up report for concerns/referrals via the Trust

Pensions Administration Support for all Academies

Working directly with the Headteacher/School Business Manager/Administrator to ensure full compliance with legislation and includes:
<ul style="list-style-type: none"> • New starter and leaver notifications
<ul style="list-style-type: none"> • Change of Employer details including contracts / names / address
<ul style="list-style-type: none"> • Unauthorised / Authorised absence adjustments
<ul style="list-style-type: none"> • Service history calculations / queries
<ul style="list-style-type: none"> • Maternity / Paternity reporting and adjustments
<ul style="list-style-type: none"> • Liaison with pension providers

Payroll Provision for all Academies

Working directly with the Headteacher/School Business Manager/Administrator to ensure full compliance with legislation and includes:
<ul style="list-style-type: none"> • Maintain the payroll with legislative support updates
<ul style="list-style-type: none"> • Process the payroll to calculate gross pay, net pay and deductions to an agreed schedule
<ul style="list-style-type: none"> • Process statutory deductions in line with legislation
<ul style="list-style-type: none"> • Produce and process BACS payments
<ul style="list-style-type: none"> • Produce standard management reports
<ul style="list-style-type: none"> • Produce electronic payslips for all employees
<ul style="list-style-type: none"> • Produce P45 reports for leavers
<ul style="list-style-type: none"> • Provide specialist pension scheme returns and payments
<ul style="list-style-type: none"> • Produce P60s for all staff as at the end of the tax year
<ul style="list-style-type: none"> • Administer the pensions Auto-enrolment process

Finance Provision for all Academies

1. Statutory Compliance

Ensuring full compliance with legislation including:

- Responsible Officer function
- Year end preparation and production of statutory accounts
- Preparation and audit of Annual Accounts Return
- Submission of budgets and forecast returns to the ESFA
- Commissioning and management of external audit
- Audit of Teachers' Pension Scheme
- Commissioning LGPS Actuarial Valuations
- Commissioning and management of internal audit function
- Corporation tax computations
- Management of PAYE and VAT compliance issues

2. Financial Management

Working with the Headteacher/School Business Manager/ Administrator to provide a comprehensive financial management service in accordance with the ESFA Financial Handbook and best practice:

- Support of dedicated Finance team for all strategic and operational finance issues
- Provision of finance policies and procedure guides
- Assistance with budget setting
- Provision of LAAT's chosen Budget Software Package, including system maintenance and support
- Provision of LAAT's chosen Accounting Software Package, including system maintenance and support
- Production of monthly management accounts and forecasts
- Reconciliation of all control accounts
- Maintenance of Fixed Asset Register

- Processing income, payments and other adjustments in accordance with the agreed division of responsibilities
- Processing rates reclaims
- Finance review meetings with the Head Teacher and School Business Manager/Administrator as required
- Provision of advice to the Head Teacher, School Business Manager/Administrator/Governing Body as required

3. Provision of banking services as follows:

- Centrally managed banking facility
- Centrally managed cashflow monitoring and forecasts
- Provision of BACS payment facilities
- Provision of purchasing card

4. Provision of procurement services as follows:

- Central procurement of goods and services
- Management of suppliers
- Arranging insurance

Health & Safety Provision for all Academies

- Unlimited access to expert Health and Safety advice
- Health and Safety Audit
- Health and Safety Policy Development

Other Provision for all Academies

- Membership of the Diocesan Service Level Agreement
- Advice on Governance issues