

## Trust Central Support Services

### Introduction

The Sea View Trust has structured the Central Team to provide a wide range of high-quality support services for all settings within the Trust.

Advice and support is provided by qualified and experienced professionals, enabling the Trust to comply with its statutory responsibilities. Through collaboration across all areas, efficiencies are maximised, effectiveness is enhanced, and school and college improvements are achieved. This enables the settings to focus on their priority of delivering exceptional teaching and learning to all learners. Further benefits to our Trust family include:

- Creating resilience across all areas;
- Delivering efficiency savings, enabling funding to be redirected to educational priorities;
- Providing and updating Trust wide policies, thereby ensuring compliance and best practice with all relevant legislation, and alignment of procedures across the Trust;
- Developing strategies to assist in driving improvements in the quality of care, educational outcomes, learner welfare and staff wellbeing;
- Developing systems to enhance consistent and objective reporting, reducing administrative burdens and promoting consistency across all SVT settings;
- Increasing collaboration through Trust wide working-groups, including the encouragement of effective communication and the sharing of knowledge and skills;
- Opportunities for distributed leadership and talent identification.

The Central Team comprises:

- Chief Executive Officer – Angela Holdsworth MBE (MEd SEN)
- Chief Financial Officer – Laura Watts (CPFA)
- Chief Operating Officer – Nicola Chester
- School Improvement Lead – Andrew Hurley
- Trust Finance Lead – Janice Heywood
- Trust Business Lead – Sam Drummond
- Executive PA and Projects Lead – Nikki Wilkinson

The services and expertise provided and/or coordinated by our Central Team are:

- School development and improvement
- Curriculum & assessment support
- Finance
- HR and Payroll
- Assurance and governance
- Data and GDPR
- Estates and premises

- Marketing and communications
- Safeguarding
- IT

Please see below for a more detailed list of support that is provided.

### **School Improvement**

- Provide leadership and support to help deliver and embed Trust wide vision, values and innovations
- Collaborate with leaders to provide a template for school improvement, including a forum for professional support
- Provide support, assistance and challenge to the Headteachers and SLT from an experienced CEO
- Peer Review programme for all settings to support CPD and improvements across the Trust
- Fortnightly Headteacher Board Meetings with representatives from every setting in the Trust
- Priority access to ECT, appropriate body services, NPQs and a wider CPD offer through the Embrace Teaching Schools Hub
- Support for SEND through investment in centrally funded specialist teacher services and Educational Psychologist (EP) time
- Termly School Improvement visits to offer support and to provide challenge for the Headteachers and the SLT.
- Monthly Deputy and Assistant Head meetings with representatives from every setting in the Trust
- Regular Trust SENDCo and DSL meetings to share practice and offer support
- Access to termly Pupil Voice meetings, attended by learners from all Trust settings

### **Curriculum Support**

- Provide leadership and support to help deliver and embed Trust wide vision, values and priorities.
- Provide advice and support in all aspects of curriculum moderation, improvement and in enhancing teaching and learning.
- Provide advice, support and development opportunities to Subject Specialist Leads within all settings across the Trust.
- Provide a Trust curriculum skeleton from EYFS to Y6, allowing setting to develop this further for their own context. The Trust considers it important for each academy or college to tailor and deliver their own curriculum, specific to their cohort.
- Provide up to date information about current initiatives and research within each subject area.
- Liaise with outside groups to support and enhance all areas, such as subject leadership and assessment.

- Provide connectivity to curriculum hubs e.g. English hub, Research Schools.
- Provide connectivity to the Behaviour Hub and support in developing strong, positive behaviour curriculum and culture.

## **Finance**

- Preparation and submission of annual financial statements, consolidated budgets, ESFA and other statutory returns, ensuring compliance with the Academy Trust Handbook, Funding Agreements, Companies Act and Charities Commission Legislation.
- Co-production of annual budgets and monthly management accounts.
- Consolidation of monthly management accounts for Trust Board review.
- Production of consolidated long-term financial forecasts (5 year) for the Trust.
- Provide financial management to support each setting's improvement plan and the Trust strategic development plan.
- Support Finance Leads, Headteachers and Trustees in the preparation and understanding of complex financial information, including challenge and scrutiny.
- Support with administration of central systems (Access Finance and Budgeting) and provide training where required.
- Overseeing external and internal audit programmes.
- Oversight of preparation of year end pension submissions and act as point of contact for HMRC.
- Group procurement, including securing best value for goods and services by taking advantage of economies of scale.
- Support with preparing bids for external funding, ensuring that all opportunities are maximised.
- Provide reassurance to the Trust Board of the financial viability of the business.

## **HR**

- Preparation and provision of a suite of Trust HR policies, toolkits and procedures which are legislatively compliant.
- Ensuring that best practice is adopted for people management.
- Ensuring that staffing models are operationally effective and efficient.
- Regular meetings with Headteachers and Business Leads, together with the Trust's HR providers.
- Support with pay harmonisation across the Trust.
- Provision of a Trust Recruitment and Selection policy to ensure fair, consistent and effective recruitment procures, thereby enabling the very best workforce to be appointed across the Trust.
- Centralised provision of standardised templates e.g. HR letters, contracts and offers of employment.
- Access to a centralised bank of approved job roles
- Advice regarding recruitment.

- Trust wide priority for staff wellbeing.

## **Assurance and Governance**

- Support compliance with both financial and educational frameworks.
- Provide an advisory service for each Local Governing Committee (LGC).
- Guidance to ensure that the Trust complies with the appropriate legal and regulatory framework and understands the potential consequences of non-compliance.
- Point of contact for complaints reaching the formal stage.
- Organisation of the annual Sea View Trust Summer Conference (Trust Members, Trustees, the Central Team, Governors and Headteachers across the Trust).
- Assisting settings with the recruitment of Governors and overseeing any training (resulting from skills audits).
- Provision of training to Members and Trustees based on the results of any skills audits.
- Trust Central Team attendance at LGC meetings to provide assurances and specialist support and advice.

## **Data, Information and GDPR**

- General GDPR and Data Protection advice and support, through a centrally funded SLA.
- Point of contact for support and advice in handling and responding to Freedom of Information (FOI) requests.
- Support and advice for statutory returns to the LA and DfE e.g. school census, workforce census.
- Support and training in the, establishment, use, ongoing management and updating of internal and external data and management information systems (MIS).

## **Estates/Health and Safety**

- Support for Site Leads and Headteachers in the day-to-day management of their estates, together with the procurement of regular site maintenance and services.
- Review of large-scale contracts across the Trust, with a view to obtaining cost savings through group procurement.
- Support in preparing capital bids.
- Maintenance and promotion of Every (the centrally funded compliance system) across the Trust.
- Support to ensure that each setting has a structure in place to manage health and safety; including planning, monitoring, reviewing and auditing.
- Assistance with the procurement of any external Health and Safety support.

## **Marketing and PR**

- Management of Trust communications.
- Annual audit of websites to ensure compliance and best practice, including confirmation that any Ofsted requirements have been met.
- Provide assistance to Headteachers – construction of press releases and coordination of any associated materials.
- Where required or requested, provide support with the use of social media accounts.
- Support with the development of the marketing strategy within all settings.

## **Safeguarding**

- Facilitation of the work of the SVT Safeguarding Group.
- Oversight of Trust safeguarding software implementation and use.
- Guidance and support for Headteachers when discharging their safeguarding responsibilities, including safer recruitment.

## **IT**

- Group procurement, assessing opportunities to reduce costs through economies of scale.
- Oversight of IT support contracts for all settings.
- Advice relating to systems common across the Trust e.g. Arbor (MIS), Access (finance), CPOMs (safeguarding), Every (premises management).
- Audit of current processes and resources across the Trust to identify future improvement projects.

The Trust is continually reviewing and refining the services offered and is committed to meeting the needs of all stakeholders. Selected Trust services are sub contracted, thereby maximising the benefits of industry expertise. However, these are renegotiated on a regular basis to ensure best value is still being achieved whilst the Trust continues to strengthen the Central Team offer.

**Updated December 2022**