

Executive support for schools

A non-exhaustive draft list of support that has been in place in Trust schools

Governance -Supporting LGB

1. Support with complaints
2. Recruitment leadership support for Headteacher, Deputy Head and other posts
3. Governance - supporting Heads with Governance
4. Developing current LGB and recruitment of further governors
5. Governance induction booklet and provision
6. Ofsted & Section 48 LGB support, including on publicity and publication as required

Finance

1. ESFA return preparation and submission
 - a. Accounts Return
 - b. Budget Forecast Return
 - c. Land & Buildings Collection Tool
 - d. NNDR
2. Weekly Finance meetings
3. Management account meetings
4. Management account consolidations
5. Follow up meetings on management accounts where not on budget
6. Budget support
7. Budget assumptions
8. Central pay scale adjustments for budgeting
9. Approval of banking
10. VAT Return preparation
11. VAT submission
12. Finance helpdesk
13. Sharing of ideas/best practice
14. Arranging internal audit
15. Arranging external audit
16. Leading on audits and answering queries
17. Keeping schools updated in funding announcements and pay awards
18. Transaction posting (Income, Invoices, Payroll)
19. Monitor of school against financial regulations
20. Investment work to increase funds via interest
21. Cashflow checks
22. Report finances to Directors
23. Attend Capital meetings with Diocese
24. Recharging of trust arrangements across schools
25. Authorisation of invoices at St Mary's



26. Authorisation of credit cards at St Mary's
27. Monitoring of payroll control accounts
28. Distribution of GAG allocation statements
29. Year-end support
30. Preparation of year end papers and adjustments
31. In year adjustments (such as pre-payments)

Contracts

1. Phone advice for any parent concerns
2. General advice calls
3. Clerking support –liaising with HFL Governance team to change clerk
4. Contract procurement
5. Contract register assistance
6. Supporting 1-1 Heads with catering contract - KPIs
7. Supporting 1-1 Heads with cleaning contract -KPIs
8. Monitoring of Intern contract

Standards

1. Monitoring - learning walks; observations; book scrutiny.
2. SEA visits - attending summary visits for individual Trust schools.
3. Sharing with Diocese (jo Marsh) next steps that Heads are requesting within RE and Catholic life.
4. Leadership development support
5. TDP associated meetings – Agenda setting, liaising with leaders -Early Years; Subject Clusters; Writing Moderation; RE; RJED -supporting sharing best practice, analysing evaluations and discussing next steps with leaders and exec
6. Due diligence (Standards, Finance, Safeguarding, H&S)
7. Supporting school to school sharing best practice -Science
8. Performance Appraisal - part of Headteacher Performance Appraisal.
9. Inspection support and meeting Inspectors
10. Analyse data
11. Review targets and predictions
12. Review SDP and SEFs
13. CSED support
14. Moderation cluster facilitation
15. SEF support - Model SEF templates and exemplars; Next step SEF scrutiny.
16. Monitoring templates – some schools
17. SLT/staff meetings - met with SLT and middle managers. E.g. Early Years structure and guidance. Science observation and feedback. Met with SLT St J H - Early Years, Phonics, RE.



Curriculum

1. Chaplaincy - Organising and leading the recent Carol Service and Retreat; reminding Heads of half termly online Chaplaincy Acts of Worship/ /Planning future events
2. Year of Hope – sharing good practice from school visits (Jubilee doors, Displays) with others and using Gov hub as a sharing portal.
3. Oracy Voice 21 Programme - co-ordinating and monitoring impact – supporting and encouraging best practice and visit to other schools with leaders
4. Trust Science week – supporting and encouraging leaders and sharing
5. Trust Charity -reminders/support/encouragement /celebration
6. Subject lead meetings
7. EYFS cluster
8. RJED -Working with the group to support action planning
9. Facilitating sharing of best practice
10. ECT support on curriculum areas

SEND

1. SEND meetings with Send Director half termly to discuss next steps in all schools and future trust work. SEND support and advice
2. Training for Teachers and teaching assistants
3. Termly Senco clusters
4. Sharing best practice
5. Support with agencies
6. Attendance at Inspections, and audits
7. Review of school data in terms of needs and assessment
8. Support for Heads on behaviour and services
9. Review of targets, provision, formats
10. Monitoring in schools with Heads & Sencos

Safeguarding

1. Safeguarding audits - advice and guidance given
2. Safeguarding sharing updates
3. analysis of audits, feedback as necessary
4. SG visits to schools
5. SCR support and monitoring

Behaviour

1. Supporting Heads with exclusions, difficult cases and suspensions
2. Support and advice on suspensions & support strategies
3. Review of Risk reduction plans and risk assessments





Admissions

1. Review policy
2. Pupil Numbers and promotion of the school - support individual schools with promotion of the school - approach of prospective parent open day events; on-going approach to promoting pupil numbers
3. Encouraging sharing of best practice

Other pupil related matters

1. Support with complaints
2. Chaplaincy celebrations
3. Writing competitions
4. Attending events and celebrations

Staffing

1. Mentor and coaching New Head– Weekly meetings and catch ups as necessary to support, target setting, monitoring – supporting with staff absence, staff concerns, parent issues
2. Recruitment planning and support
3. Wellbeing checks
4. Inspection support wellbeing and SI-Ofsted -attendance at KIT and Feedback
5. Inspection -Section 48 support - attendance at KIT and Feedback
6. Advice on situations
7. Complaints - supporting individual Headteachers with any staff or parent complaints (number seems to be increasing across the Trust)
8. Staffing concerns or issues - an increasing area for all Heads I am supporting - supporting individual Headteachers with any complex staffing issues that may arise and involve HR.

Communications and information management

1. Trust website – helping schools to celebrate school and trust collaboration and work
2. Trust newsletter – schools sharing impact, school life and best practice
3. Booking of meetings

Health & Safety

1. Health and Safety and Premise concerns - trees; boilers; asbestos; Statlog and compliance. Supporting individual Headteachers with any CIF and or Health and Safety issues.
2. James Ottery updates - alerting and training Headteachers on any HCC Health and Safety updates.



Risk

1. Critical incident support– Phone and onsite support that day and following up
2. Review Risk registers – schools & Trust
3. Report on areas of Risk in schools eg, Trees, fences

Premises & Estates

1. Supporting individual Headteachers with any CIF
2. Support on CIF submissions
3. Support with Barker meetings and capital works
4. Support with identifying and posting capital works

