

Trust Central Support Services

Introduction

The Sea View Trust have structured their 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; this enables the Trust to comply with all of its statutory responsibilities, together with enhancing efficiencies, effectiveness and successful school and college improvement through collaboration across all areas. 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 that ensure 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, reduce administrative burden and promote consistency across all SVT settings;
- Increasing collaboration through Trust wide working-groups and encouraging communication and the sharing of knowledge and skills;
- Opportunities for distributed leadership and talent identification.

The Central Team consists of:

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

The services and expertise provided by our Central Team are:

- school development and improvement
- curriculum support
- finance
- HR
- assurance and governance
- data and GDPR
- estates and premises
- marketing and communications, safeguarding and IT.

Please see below for a full 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 in providing 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 in SEND through investment in centrally funded specialist teacher services and EP time.

Curriculum Support

- Provide leadership and support to help deliver and embed Trust wide vision, values and priorities.
- 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 which then allows schools to develop within their own setting. As a Trust, we feel it is important to give every setting autonomy over the way they deliver their curriculum to their specific 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 behaviour hub and support in developing strong behaviour curriculum and culture.

Finance

- Preparation and submission of annual financial statements, consolidated budgets, ESFA and other statutory returns ensuring compliance with Academy Trust Handbook, Funding Agreement, Companies Act and Charities Commission Legislation.
- Co-production of annual budgets and monthly management accounts.
- Consolidation of monthly management accounts for Board review.
- Production of consolidated Trust long term financial forecasts (5 year).
- Provide financial management to support each setting's improvement plan and the Trust strategic development plan.
- Support Finance Leads, Headteachers and Governors/Directors 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, securing best value for goods and services by taking advantage of economies of scale.
- Support with preparing bids for external funding ensuring all opportunities are maximised.
- Provide reassurance to the Board of the financial viability of the Trust

HR

- Preparation and provision of a suite of Trust HR policies, toolkits and procedures which are legislatively compliant, ensure best practice people management and 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 Trust Recruitment and Selection Policy to enable fair, consistent and effective recruitment procures to enable the very best workforce to be appointed across the Trust.
- Centralised provision of HR templates e.g. offer letters.
- Access to a centralised bank of approved job roles and advice on recruitment.
- Trust wide priority on staff wellbeing.

Assurance and Governance

- Support compliance with both financial and educational frameworks.
- Provide a clerking and advisory service for each Academy's local governing body.
- Guidance to ensure that the Trust works in compliance with the appropriate legal and regulatory framework and understands the potential consequences of non-compliance.
- Point of contact for complaints that have reached formal stage.
- Organisation of annual Sea View Trust summer conference with the Central Team, all Trustees, Governors and Headteachers across the Trust.
- Assisting settings with recruitment of governors and overseeing training based on skills audits.
- Provision of training to trustees and members based on results of annual skills audits.
- Trust Central Team attendance at LGB meetings and committees 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 LA and DfE e.g. school census, workforce census.
- Support and training in the use, setup, management and updating of internal and external data and information systems (MIS).

Estates/Health and Safety

- Support Site Leads and Headteachers in the day to day management of their estates and procurement of regular site maintenance and services.
- Review large scale contracts across the Trust with a view to obtaining cost savings through group procurement.
- Support in preparing capital bids.
- Promote and maintain the centrally funded compliance system (Every) across the Trust.
- Ensure that each setting has a structure in place to manage health and safety which includes planning, monitoring, reviewing and auditing.
- Assist in procurement of any external H&S support.

Marketing and PR

- Management of Trust communications.
- Carry out annual website audits against compliance and best practice, including Ofsted requirements.
- Assist Headteachers with constructing press releases and coordinate materials.
- Assist with use of social media accounts where required or requested.
- Support and develop the marketing strategy within all settings.

Safeguarding

- Facilitate the work of the SVT Safeguarding Group.
- Oversight of Trust safeguarding software implementation and use.
- Provide point of contact for oversight and guidance to support Headteachers in discharging their safeguarding responsibilities, including safer recruitment.

IT

- Group procurement, assessing opportunities to reduce costs through economies of scale.
- Oversight of IT support contracts in place across all settings.
- Provide advice on central services common across the Trust e.g. MIS system, finance systems, safeguarding systems, premises management systems.
- Audit current processes and resources across the Trust and identify future improvement projects.

As a Trust we are continually reviewing and refining the services we offer and are committed to meeting the needs of all of our stakeholders. A number of Trust services are contracted out to maximise benefits of industry expertise, however these are renegotiated on a regular basis to ensure best value is still being achieved as we continue to strengthen the central team offer.