

# The Mast Academy Trust

## MIS Specification



## Introduction

The Mast Academy Trust is seeking to review the provision of our Management Information System to ensure best value for money.

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools consisting of Birdsedge First School, Shelley First School, Scholes Junior and Infant School, Kirkburton Middle School and Scissett Middle School with approximately 1500 pupils across the 4-13 years age range. All schools are located within a 15 minute drive of each other.



We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

## Our Schools

Birdsedge First School – A First School serving pupils in Reception to Year 5 with a capacity of 90 pupils

Kirkburton Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 501 pupils.

Scholes Junior and Infant School – A primary school serving pupils in Reception to Year 6 with a capacity of 222 pupils.

Scissett Middle School – A Middle School serving pupils in Year 6 to Year 8 with a capacity of 595 pupils.

Shelley First School – A First School serving pupils in Reception to Year 5 with a capacity of 204 pupils.

## Procurement Best Practice Criteria

The Mast Academy Trust have agreed a set of best practice principles in relation to the procurement of this service. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for the Mast Academy Trust.

We will:

- seek value for money for its pupils;
- harness the capability, diversity and innovation of our suppliers to add value to the Trust;
- adhere to a procurement process which is equitable, lawful and compliant with regulations;
- work with suppliers to ensure goods and services that we buy are made or executed in a socially and environmentally responsible manner;
- seek to be easy to do business with in order to minimise costs, risks and time;
- ensure the confidentiality of information in line with regulations;

## Scope of Work

### Key Features of the Financial Management System & Support Relationship

We are looking for a financial management system and support process that adds value. Key features are detailed in the following table:

Process/Functionality	Primary		Middle School	
	Mandatory	Optional	Mandatory	Optional
Pupil Database	Y		Y	
Staff Database	Y		Y	
Agents Database	Y		Y	
Pastoral Structure	Y		Y	
Curriculum Structure Subject Options Exams Management <b>Timetabling – T6 (staff training consideration)</b> Staff Cover		Y	Y	
System Administration and Management	Y		Y	
School Diary	Y		Y	
Admissions	Y		Y	
Attendance	Y		Y	
Behaviour & Exclusions	Y		Y	
Assessment	Y		Y	
Case Management - SEN, LAC – information storage not necessarily case management - CPOMS	Y		Y	
Communication - staff		Y		Y
Communication - parents		Y		Y

Process/Functionality	Primary		Middle School	
Management Reporting	Y		Y	
Financial Management		Y		Y
HR Management – Performance Management	Y		Y	
Dinner Money Management		Y		Y
Statutory Compliance - School census, assessment returns	Y		Y	
System Interoperability and Data Exchange	Y		Y	
Document Management – upload of documents to store against pupil records	Y		Y	
Support for a range of data collection methods	Y		Y	
Supports remote access	Y		Y	
Supports live links to VLE	Y		Y	
Support and On-line help functions – aftersales – <b>PHONE – timeframes for response</b>	Y		Y	
Cloud Based? – server downtime from suppliers / internet outages?	Y		Y	
Medical Needs	Y		Y	
Data Analysis – exportability (eg Discover – SIMS, Pastoral Genie)				
Integrity of Data – permission levels for actions within the system eg deleting	Y		Y	
Customisable permission levels – as above	Y		Y	
Seating Plans		Y		Y
Clubs and Trips		Y		Y
Costs and time of linking POS catering devices		Y	Y	

Process/Functionality	Primary		Middle School	
Trust Level Data	Y		Y	
Training and support for migration – included in costs? Type of training – online / face to face/ pre-recorded	Y		Y	
Additional modules available and ability to bespoke packages for each school		Y		Y
Resource Booking (Eg managing room bookings)		Y		Y
Customisation and Custom reporting – export to excel etc	Y		Y	
Single Central Record		Y		Y
Details of file upload format requirements eg .xls, .csv or .xml				

## Instructions to Suppliers

Suppliers are invited to provide a demonstration of their system on a mutually agreeable date between the 8<sup>th</sup> January 2024 and 2<sup>nd</sup> February 2024. At this demonstration you should aim to show how your system meets the essential criteria listed above and any added value that your system may bring. Suppliers will be invited to submit a proposal for The Mast Academy Trust Schools after the presentations.

We request that as part of your proposal submission you indicate two schools or academy trusts that you currently work with who we can contact to arrange visits / meetings to speak to those colleagues who use the systems across different functions.

Below is an indicative timetable of the MIS review process, this may be subject to change.

Stage / Activity	Indicative Date
System Demonstrations	29.01.2024 – 04.02.2024
Clarification Questions from Suppliers Deadline	09.02.2024
Submission of proposals	15.02.2024
School Decision	02.05.2024
System Migration	06.05.2024 – 31.08.2024
System Go Live Date	01.09.2024

Should you have any questions please contact Sarah Walters, Executive Lead: Operations, Business and Efficiency, on 01484 865444 or via email at [swalters@themast.co.uk](mailto:swalters@themast.co.uk)

## Acceptance

The Mast Academy Trust does not bind itself to accept the lowest quotation, or any quotation, and may choose to accept all or any part of the quotation.

The submission of the quotation shall not in any way bind The Mast Academy Trust to enter into an Agreement with the supplier or involve The Mast Academy Trust in any financial commitment in this respect.

The Mast Academy Trust reserves the right to cancel the review process and reject all quotations at any time prior to award of Agreement without incurring any liability to the affected suppliers.

You will not be entitled to claim for any costs or expenses, which you may incur in preparing your quotation whether or not your quotation is successful.