

Supporting our schools in their day to day administration is key in ensuring that children and their staff perform at their best – where leaders can lead teaching and the support schools require is only a phone call away. Our central team have expertise in finance, HR, governance, catering and school business administration. The central team are just that – central to all that we do as a Trust, for our children.

Our core offer to all schools within our Trust family encompasses...

Financial Support and Management

- ☞ Monthly monitoring reports and accounts completed on your behalf in accordance with ESFA Financial Handbook
- ☞ Completion of all ESFA financial returns
- ☞ Internal and external audit costs, as well as support and guidance from the independent assessment process
- ☞ Finance Director support in evaluating risks and opportunities in each school
- ☞ Grant bid support
- ☞ Completion of 3 year financial forecast
- ☞ Attendance and presentation of all finance reports at LGB and Board meetings
- ☞ Regular monthly meetings to review and discuss finance
- ☞ Access, support & licence costs for finance systems. Training and ongoing support is also provided
- ☞ Cash flow forecasting
- ☞ VAT reports and reclaiming of VAT
- ☞ All capital accounting completed on your behalf
- ☞ All finance policies provided for adoption at your school
- ☞ Advice and guidance on latest finance changes / ESFA announcements
- ☞ Support with completion of reports on how grants have been spent including PE Sports Grant and Pupil Premium
- ☞ Completion of bank reconciliation and month end procedures
- ☞ Control accounts reconciliation
- ☞ Updates and advice on national and local school funding issues
- ☞ Calculation of staffing costs and ongoing monitoring
- ☞ Budget prioritisation and scenario development
- ☞ Checking and predicting of income streams e.g. nursery funding, SEND, LAC
- ☞ Analysis of benchmarking data
- ☞ Advice on best practice in procurement - obtaining and evidencing value for money
- ☞ Assistance with procuring insurance arrangements

Payroll

- ☞ All payroll costs are included in our central service offer and this service includes payroll checking reports
- ☞ All payments to 3rd parties, including pension and HRMC completed on your behalf
- ☞ Teachers' Pension End of Year certificates and audit completed
- ☞ All payroll reconciliations completed
- ☞ Access to payroll support for any queries
- ☞ On-going training and support for relevant staff
- ☞ All payslips provided for staff

Procurement

- ☞ Support and guidance with procurement processes completed at school level
- ☞ Creating economies of scale via larger contracts being procured
- ☞ Support to ensure compliance with procurement legislation

HR Support

- ☞ Dedicated HR support from an experienced advisor
- ☞ Regular meetings to support with any queries or issues
- ☞ Attendance and presentation of reports at Board and LGB meetings as required, including the Pay Review Committee
- ☞ Support and attendance at HR meetings with employees
- ☞ Support with staff absence management and attendance
- ☞ Support with disciplinary, conduct and capability processes & meetings
- ☞ Support with staffing reorganisations including redundancies, redeployment and TUPE processes
- ☞ All HR policies provided for adoption
- ☞ Advice and support with latest employment guidance & changes in legislation
- ☞ Arrangement of counselling and Occupational Health Services to support employees in their wellbeing (additional cost of actual service applies)
- ☞ Assistance with child protection matters in relation to allegations against staff, including liaising with the LA and other relevant agencies as required
- ☞ Individual support on employee issues including bullying and harassment claims, collective disputes and grievances
- ☞ Attending meetings with Teachers' Associations and Trade Unions
- ☞ Support the Board and LGB Chairs with performance management of teaching staff
- ☞ Individual support with the appointment and administration of senior leadership posts where appropriate
- ☞ Provision of advice and support in conjunction with a legal adviser in respect of preparations for tribunal cases
- ☞ Provision of example job descriptions and person specifications
- ☞ Advice on advertising of posts
- ☞ Support with contracts of employment and variations

“You can do what I cannot do. I can do what you cannot do. Together, we can do great things.”

Mother Theresa

Health and Safety

- Full support is provided with H&S from a dedicated advisor
- Support includes audit visits and regular inspections
- Guidance on latest regulations & recommendations
- All H&S policies and procedures provided to you for adoption
- On-going training and support for your staff
- Assistance with the completion of educational risk assessments, including advice on anti-terrorist procedures
- Carry out Display Screen Equipment assessments for office staff
- Support the management of legionella and asbestos
- Support health and safety issues for proposed minor works, including the vetting of method statements and risk assessments. Also provide a database of CHAS registered providers for minor works
- Support with external monitoring as required
- Attend Board and LGB meetings as required
- Accident investigation when required

School Data Support

- Statutory Data Returns
- Termly support for all school census, including data checking
- Secure access support
- Edubase / GIAS updates
- Key to Success/School to School data transfer support
- National Curriculum Assessments, tools for data transfer at key stages
- Our Trust also works with 'The School data Company' to support schools with all performance and tracking data analysis

School Business Manager & Administration Support

- Training, support and development offered to all admin and School Business Manager staff
- Regular network meetings
- Guidance on processes and tasks for admin staff
- Training and support on all systems including SIMS, payment systems (such as Parent Pay), finance, payroll.
- Regular meetings held at school to support
- Access to latest policies and guidance
- Emergency cover
- Support and validation of all census and data returns
- Performance Management for School Business Managers and their staff - caretakers, cooks, admin support



Governance and Clerking

- Clerking of all Governors' meetings is provided within our service
- Support with Governance policies and processes including terms of reference, scheme of delegation and structure of your governing bodies
- Support with recruitment of new Governors
- Access to an extensive training programme for all Governors
- All minutes of meetings provided within two weeks
- Support annual skills audit, self-review and Chairs 360 review
- Develop succession plans
- Produce an annual schedule of business

Other, additional areas of support...

- IT support is procured on your behalf to ensure the highest standard of provision which is fully backed up, secure and reliable. (Additional cost of actual service applies)
- Full GDPR support / guidance - ensuring settings are compliant with latest guidance
- Catering Manager support and nutritional advice and help
- PR & marketing support to help promote your school as well as provide help with communications
- Risk management is provided to settings, with clear guidance and support given. Risks are identified, as well as how to manage and mitigate against them
- Business continuity planning
- Premises and buildings - ensuring all maintenance / contracts / statutory inspections completed / support & guidance
- Company Secretary duties



NICK BLACKBURN | CEO

Above all, Lingfield Education Trust recognises that each school requires different support and guidance at varying times - and we work with each school to develop a bespoke package of support to suit their needs. This can develop and change over time and would sit around the core package of the day to day support. All of this is included in our standard offer - so schools do not incur additional costs for extra support which may be needed.

You are safe in the knowledge that additional training for new staff or governors, or help with a bespoke piece of work, such as a grant application, will be accommodated within this package of our support to your school.



Aspiration



Inclusion



Service



Culture



Being ethical