

**SUMMARY OF SERVICES  
BETWEEN THE TENAX SCHOOLS TRUST  
AND TRUST SCHOOLS  
2019-2020**

**Aim of Arrangement:**

To ensure that the Tenax Schools Trust maintains and improves educational and financial standards across the trust. To provide all trust schools with leadership, financial and business services to support the development of the schools across the trust. This excludes any additional support that might be negotiated with individual schools.

**Partner details:**

This arrangement is made between The Tenax Schools Trust and the Local Governing Bodies of its member schools listed below:

- Bennett Memorial Diocesan School
- Bishop Chavasse CE Primary School
- Brenchley and Matfield CE Primary School
- Fordcombe CE Primary School
- Jarvis Brook Primary School
- Leybourne St Peter and St Paul CE Primary School
- Sir Henry Fermor CE Primary School
- West Malling Primary CE School

**Duration of the arrangement:**

This arrangement will commence on 1<sup>st</sup> September 2019 and relates to a 12-month period ending on 31<sup>st</sup> August 2020.

Thereafter, this arrangement will be automatically renewed in September of each year and cover a 12-month period. Local Governing Bodies should minute their approval for the renewal of this arrangement at the first meeting of each academic year.

**Changes to Arrangement**

In the event that the Tenax Schools Trust wishes to increase or decrease contribution levels, this is to be done by approval from the Trust's Finance & Audit Committee with effect from the beginning of a financial year or by negotiation if within the financial year.

### **Provision of services by the Tenax Schools Trust**

The Tenax Schools Trust will provide services to its member schools as detailed in Annex 1.

### **Key resources to be provided**

Leadership support – from CEO and Primary Lead

Finance support – from CFO & Financial Controller & Finance Assistant

HR support – from HR Director

Business support – from Business Development Manager

Governance Support – from Head of Governance

### **Responsibilities of the School**

The schools listed above will ensure they make the agreed 3.5% of General Annual Grant available to the Trust and that this expenditure will be included in their approved budgets and strategic financial planning.

The school staff will ensure that all information requested by the Trust is available to assist with the procurement of services.

The Local Governing Bodies of the schools will ensure that the services provided by the Trust are monitored and best value is evaluated on a regular basis.

### **Annual contribution**

In joining the Tenax Schools Trust, the member schools have agreed to the contribution of funds in return for the provision of services in order to assist in school improvement and achieve economies of scale. The level of contributions will be agreed by the Trust Board on an annual basis in consultation with leadership groups and local governing bodies.

The trust schools will receive this support as part of the central contribution levied across all schools in the trust. The cost for 2019-20 will remain at 3.5% of school GAG budget share, as currently budgeted, and is to be reviewed annually. Additional services from the Trust can be negotiated at an agreed rate between schools.

### **How charges will be levied**

The Trust will charge recipient schools monthly unless otherwise agreed.

### **Monitoring Arrangements**

The Trust Board should consider effectiveness of the support provided. Performance Management to monitor the performance of staff will be undertaken according to agreed line management structures.

Supporting evidence may be requested from the Headteachers or Business Managers of the schools in the trust.

### **DBS Clearance**

All staff visiting other schools on a regular basis will wear Tenax Schools Trust badges; and have been given enhanced DBS clearance.

**Appendix 1 – Services**

	<b>Activity</b>	<b>Who</b>	<b>Explanatory Notes</b>
<b>1</b>	<b>Leadership support</b>	IBA/RGR	Development of the leadership of the schools across the trust, including headteacher appraisals Commissioning of support from strategic partners or other improvement partners as required. Monitor educational standards including target setting, develop consistency and share good practice across the trust Coordinate all school improvement strategies and hold leaders to account Improve leadership capacity: develop future leaders, teachers and groups of practitioners across the trust, support for headteacher & other senior staff appraisals Chairing bi-monthly Headteachers forum Support for LGBs on senior staff/Headteacher appointments Support and advice for all level of appointments Standard templates for LGB meetings, and governor reports Support with critical incidents
<b>2</b>	<b>Finance Support</b>	CDO/SGR	Lead the Trust's finance teams to ensure appropriate policies, structures and standards in place in light of academy status and consolidated audit requirements. Provide training and guidance notes as required. To ensure all schools follow the same procedure, month end support will be given until such time as an individual school no longer needs the support. Support for preparation of Management Accounts & central review of month end data. Instruct internal audits as per AFH requirements to identify and improve on areas of financial weakness. Finance system is held on a central platform. Schools joining the trust will need to be set up on the system and have the database set up. Provision of technical helpdesk support. Amendments to structure of system to support school requirements. Provision of financial helpdesk support. Submission of VAT returns to HMRC.

			<p>Chairing monthly Business Management forum.</p> <p>Preparation of all intercompany journals and re-charges after approval.</p> <p>Assistance with the fixed asset register according to agreed depreciation rules; together with calculation of depreciation.</p> <p>Support schools in all land matters.</p> <p>Assistance with contract reviews and ensuring efficiencies and value for money.</p> <p>Draft audit report preparation.</p> <p>Management of financial and regularity audits.</p> <p>Dealing with audit queries.</p> <p>Work with all schools in the preparation of budgets to ensure the school meets the ESFA financial timetable. Prepare all financial and budgetary returns required by the ESFA/DfE: Accounts Return, Budget Forecast Return, Corporation Tax Returns etc.</p> <p>Support with bidding for capital projects.</p> <p>Support with any planned changes to PAN and associated accounting changes.</p>
<b>3</b>	<b>Educational Support</b>	RGR/RTY	<p>CEO and Primary Lead in place to support and advise on all education, curriculum and teaching matters</p> <p>Monitor educational standards including target setting, develop consistency and share good practice across the trust</p> <p>Primary Designated Safeguarding Lead – support for DSLs including advice, circulation/facilitation of current safeguarding policies and practice, SCR audits, Toolkit and LGB reports, CP Referral audits, Headteacher coaching and mentoring</p> <p>Joint commissioning between primary schools and facilitation of identified headteachers/senior leaders to deliver CEPQH, NPQH, Altius, SCITT and Key stage moderation programmes</p> <p>Improve leadership capacity: develop future leaders, teachers and groups of practitioners across the trust, lead/support headteacher &amp; other senior staff appraisals</p> <p>Trust-wide standards dashboard, for common reporting to Trust standards committee</p> <p>Free/subsidised access to all professional development opportunities through Altius</p> <p>SCITT mentor training development and access to initial teacher trainee placements via SCITT</p> <p>SIAMS (if applicable) and Ofsted support and preparation</p>
<b>4</b>	<b>Business Support</b>	AGI	<p>Coordinate school conversion process and provide support through transition including establishment of new LGB</p> <p>Development of template Primary Site website</p> <p>Coordination of bimonthly Headteacher forums and related communications</p> <p>Oversight and reporting of Trust-wide strategic programme plans</p> <p>Health and safety advice and guidance from H&amp;S Lead including school audits</p>

			Trust-wide development of policies for direct adoption (level 1), for adaptation by schools (level 2) or to be used as broad guidelines for school specific policies (level 3) to ensure compliance with statutory requirements
<b>5</b>	<b>HR Support</b>	CIS	<p>The development of HR policies for adoption by individual schools or the Trust in line with the Scheme of Delegation.</p> <p>Support with employment contract and terms and conditions queries, including the use of the most appropriate contract type, employee entitlements and obligations.</p> <p>Provision of appropriate template or bespoke employee letters, subject to the school's existing HR administration contracts.</p> <p>Carrying out school staffing reviews including benchmarking information.</p> <p>Support for recruitment, interviews, mediation, capability and disciplinary processes, currently subject to any existing HR advisory provision commissioned by the individual school.</p> <p>Annual HR audit</p>
<b>6</b>	<b>HR Administration</b>	CIS	<p>Services planned include in-house HR administration, including:</p> <p>Production of offer/leaver letters</p> <p>All contracts and variation to contract letters</p> <p>Production of pay review letters to confirm increases to salary and/or allowances</p> <p>Leaver letters</p>
<b>7</b>	<b>Governance Support</b>	MCA	<p>Recruitment and line management of LGB clerks</p> <p>Potential economies via shared clerking positions</p> <p>Arranging cover for clerk absences</p> <p>In-house training and CPD for clerks, including bespoke 1:2:1 support as required</p> <p>Local Governor access to training twice a year and suite of training materials</p> <p>Termly school website audit to check compliance against statutory requirements</p> <p>Trust-wide development and support with Safeguarding Practices, including oversight by Safeguarding Trustee</p> <p>Support with recruitment to LGBs</p> <p>Trust-wide risk management</p> <p>Website review to ensure compliance</p> <p>Suite of templates for effective governance</p> <p>Access to Data Protection Officer</p> <p>Chairing of LGB Chair's forum</p> <p>Support for LGBs in completing PP, Safeguarding, SEND and Ethos reports</p>

