

**SUMMARY OF CORE SERVICES
BETWEEN THE TENAX SCHOOLS TRUST
AND TRUST SCHOOLS
2020-2021**

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 enhanced support beyond the core services that might be tailored to a school's specific needs and priorities.

Partner details:

This arrangement is made between The Tenax Schools Trust and 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 1st September 2020 and relates to a 12-month period ending on 31st August 2021.

Thereafter, this arrangement will be automatically renewed in September of each year and cover a 12-month period. Local Governing Bodies should minute their acknowledgement 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 Board of Trustees with effect from the beginning of a financial year or by consultation with member schools if within the financial year.

Provision of services by the Tenax Schools Trust

The Tenax Schools Trust will provide core 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
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 annual contribution 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.

Annual contribution

In joining the Tenax Schools Trust, the member schools have agreed to the contribution of funds in return for the provision of core services in order to assist in school improvement and achieve economies of scale.

The cost for 2020-21 will remain at 3.5% of school GAG budget share. Additional services from the Trust can be purchased 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's Board of Trustees should consider the effectiveness and value of the core services 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 central Tenax staff visiting school will wear Tenax Schools Trust lanyards and have been given enhanced DBS clearance.

Appendix 1 – Core Services

| | Activity | Who | Explanatory Notes |
|----------|---------------------------|------------|--|
| 1 | Leadership support | IBA/RGR | <p>Development of the leadership of the schools across the trust, including headteacher appraisals</p> <p>Commissioning of support from strategic partners or other improvement partners as required.</p> <p>Monitor educational standards including target setting, develop consistency and share good practice across the trust</p> <p>Coordinate all school improvement strategies and hold leaders to account</p> <p>Improve leadership capacity: develop future leaders, teachers and groups of practitioners across the trust, support for headteacher & other senior staff appraisals</p> <p>Chairing bi-monthly Headteachers forum</p> <p>Support for LGBs on senior staff/Headteacher appointments</p> <p>Support and advice for all level of appointments</p> <p>Support and guidance on managing critical incidents</p> |
| 2 | Finance Support | CDO/SGR | <p>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.</p> <p>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.</p> <p>Support for preparation of Management Accounts & central review of month end data.</p> <p>Instruct internal audits as per AFH requirements to identify and improve on areas of financial weakness.</p> <p>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.</p> <p>Provision of financial helpdesk support.</p> <p>Submission of VAT returns to HMRC.</p> <p>Chairing monthly Business Management forum.</p> <p>Preparation of all intercompany journals and re-charges I.</p> |

| | | | |
|----------|----------------------------|---------|---|
| | | | <p>Assistance with the fixed asset register according to agreed depreciation rules; together with calculation of depreciation.</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> <p>Administering bank accounts</p> <p>Monthly LGPS collated and submitted (for Kent schools)</p> |
| 3 | Educational Support | 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 & 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> <p>Support to establish and/or develop (where necessary) a range of strategies to raise and sustain pupil recruitment, and a positive profile and reputation of the school with all stakeholders; and ensure community interest, presence and engagement.</p> |
| 4 | Business Support | 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&S Lead including school audits</p> <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</p> <p>Support schools in all land matters & submission of land returns</p> <p>Coordination and submission of CIF bids and support with CIF reporting</p> <p>Coordination of School Condition Allocation funding</p> <p>Project management support for major school build/maintenance projects</p> <p>Support with school business queries</p> <p>Share effective practice across the Trust and support schools to broker/joint commission support as necessary; including IT, media and other resources.</p> |
| 5 | HR Support | 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>Access to the HR Portal, providing template employee letters contracts and policy documents/user guides.</p> <p>Provision of appropriate 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> |
| 6 | HR Administration | CIS | <p>Support with production of offer/leaver letters</p> <p>Support with contracts and variation to contract letters</p> <p>Production of template pay review letters to confirm increases to salary and/or allowances</p> <p>Guidance on safer recruitment practices and the Single Central Record</p> |
| 7 | Governance Support | 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 seminars 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>Suite of templates for effective governance and reporting</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> |
|--|--|--|--|