

**SUMMARY OF CORE SERVICES
BETWEEN THE TENAX SCHOOLS TRUST
AND TRUST SCHOOLS
2021-2022**

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 2021 and relates to a 12-month period ending on 31st August 2022.

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 an academic year or by consultation with member schools if within the academic 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 Director Primary Education (DPE)

Finance support – from CFO & Group Financial Controller (GFC)

HR support – from HR Director (HRD)

Business support – from Business Development Manager (BDM)

Governance Support – from Head of Governance (HoG)

Teacher professional development – From Teaching & Development Lead (T&D Lead)

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 and delivery 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 2021-22 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	CEO/DPE	<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 monthly Headteachers' operational and developmental sessions</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	CFO/GFC	<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. Offer recommendations to ensure accuracy of financial reporting and any efficiencies to ensure budget achieved. 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 ATH 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 regular Business Management forum and providing weekly updates.</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 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 & Professional Development	CEO/DPE/T&D Lead	<p>CEO and DPE 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 evidenced based 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,</p> <p>Headteacher coaching and mentoring</p> <p>Joint commissioning between primary schools and facilitation of identified headteachers/senior leaders to deliver ECF, NPQ and other CPD</p> <p>Joint commissioning of PD regarding foundation subjects in primary curriculum</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 education committee</p> <p>Free/subsidised access to all professional development opportunities through Kent TSH</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	BDM	<p>Coordinate school conversion process and provide support through transition including establishment of new LGB</p>

			<p>Coordination of y Headteacher 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 of School Condition Allocation funding including coordination and oversight of agreed works</p> <p>Project management support for major school build/maintenance projects</p> <p>Oversight of school contract status</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	HRD	<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 in conjunction with CFO as appropriate.</p> <p>Support for recruitment, interviews, mediation, grievances, attendance management 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	HRD	<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	HoG	<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 and support with data breaches, and SAR and FOI requests</p> <p>Chairing of LGB Chair's forum</p> <p>Support for LGBs in completing PP, Safeguarding, SEND and Ethos visits and reports</p>
--	--	--	---