

Stephen Sutton Multi-Academy Trust - Core Services for all Partner Schools

Overview / rationale

Schools in the Stephen Sutton Multi-Academy Trust (SSMAT) pay an annual 3.5% top-slice from their General Annual Grant (GAG), excluding dedicated pupil premium, 16-19 bursary and primary sports funding. The 'top slice' funds the Trust's infrastructure, but the contribution has been kept to a minimum, in order that partner schools are afforded considerable flexibility in the way that they choose to utilise their funds.

Partner schools benefit from negotiated, informal support from the Core Team (Executive Director, Trust Business Manager and Trust Teaching and Learning Consultant) and from key staff in other schools in the Trust.

Other specific costs are also borne by the Trust for the benefit of its schools (paid for from the 3.5% top-sliced funds). The areas covered reflect the Trust's need for a consistent approach in some key areas, in order that Directors can exercise their responsibilities efficiently and effectively. The table below indicates specific areas where support is provided and where direct services are provided or discounted.

Summary of services included in top-slice

<i>Area</i>	<i>Service</i>	<i>Provision</i>	<i>Involvement</i>	<i>Cost</i>
SCHOOL IMPROVEMENT	Review/support meetings	1.5 hours/week (min.)	Executive Director	No additional cost
	Coaching/training/direct classroom support	2.5 hours/week (min.)	Trust T&L Consultant; Executive Director	No additional cost
	Data analysis summaries	Termly	Executive Director	No additional cost
	Headteacher appraisal	Annual meeting/review	Executive Director	No additional cost



<i>Area</i>	<i>Service</i>	<i>Provision</i>	<i>Involvement</i>	<i>Cost</i>
SCHOOL IMPROVEMENT (ctd.)	Quality Assurance reviews	1 per annum (1-2 days) (min.)	Executive Director; Trust T&L Consultant; 'Challenging Education' – commissioned support	No additional cost
SAFEGUARDING	Audit and review	Termly	Trust Business Manager; Executive Director; 'Challenging Education' – commissioned support	No additional cost
FINANCE	Financial control and budget monitoring	1 hour / week (min.)	Trust Business Manager; back up support from Trust accountant, as required	No additional cost
	Budget setting (3-year plan and annual budget)	As required	Executive Director; Trust Business Manager; back up support from Trust accountant, as required	No additional cost
	Financial analysis/benchmarking summaries	Termly	Trust Business Manager, using Trust financial software package	No additional cost
LEGAL SERVICES	Legal support	Direct service	Trust solicitors; Executive Director; Trust Business Manager	No additional cost
	Information governance	Direct service	Entrust Information Governance; Trust Business Manager	No additional cost

<i>Area</i>	<i>Service</i>	<i>Provision</i>	<i>Involvement</i>	<i>Cost</i>
INSURANCE	'Gap' insurance	Covered by the Trust	Trust Business Manager	No additional cost
HEALTH AND SAFETY	Health and Safety audit/review	Half-termly checks; Trust policy	Entrust Health and Safety; Trust Business Manager	No additional cost
	Management of trips and visits	Software and training provided	'Evolve'; Trust Business Manager	No additional cost
ICT	ICT infrastructure audit/action plan	Annual site visit	CTTC specialist staff (for Trust)	No additional cost
	ICT technician support	As required	CTTC technician staff	Discounted rate
FSM ELIGIBILITY CHECKS	Administration of Free School Meals eligibility checks	Covered by the Trust	Trust Business Manager, in liaison with LA	No additional cost
BUSINESS COMMUNITY	Chamber of Commerce subscription	Covered by the Trust	Trust Business Manager	No additional cost
CAREERS / IAG	Consultancy and (negotiated) input regarding IAG and careers advice, inc. careers events, work-related learning and employability skills	Basic service, covered by Trust	Head of IAG, CTTC (Level 6 CEG Adviser)	No additional cost (basic service). Discounted rate for extra input

<i>Area</i>	<i>Service</i>	<i>Provision</i>	<i>Involvement</i>	<i>Cost</i>
PROFESSIONAL ASSOCIATIONS	'Facilities Time' subscription	Covered by the Trust	Trust Business Manager	No additional cost
HUMAN RESOURCES	Payroll and pensions advice	Direct service	Capita, through Trust Business Manager	No additional cost
	Pay and grading	Consultancy/support; Trust policy	PHRP (HR consultants); Trust Business Manager; Executive Director	No additional cost
	Safer recruitment	DBS checks; SCR audit	Trust Business Manager; Trust HR Assistant; PHRP	No additional cost
	Staff attendance management	Consultancy/support; Trust policy;	Trust Business Manager; PHRP; Direct Trust involvement at Stage 3, and for appeals	No additional cost
	Occupational Health Service	Commissioned by the Trust	Trust Business Manager	No additional cost
	Capability, Disciplinary, Grievance, Bullying/Harassment	Consultancy/support; Trust policy	PHRP (HR consultants); Trust Business Manager; Executive Director	No additional cost
	Equalities Duty (and associated policies and procedures)	Consultancy/support; Trust policy	PHRP (HR consultants); Trust Business Manager; Executive Director	No additional cost

<i>Area</i>	<i>Service</i>	<i>Provision</i>	<i>Involvement</i>	<i>Cost</i>
HUMAN RESOURCES (ctd.)	Staff welfare	Direct service	Occupational Health Service; Counselling Service	No additional cost
	Staff benefits scheme	Covered by the Trust	'You at Work' benefits package – includes discounted childcare voucher scheme, 'salary sacrifice' car leasing, ICT discount purchasing, healthcare, dental insurance, retail discounts)	Subscription paid. Colleagues pay for what they want at discounted rates
PROCUREMENT / PREMISES	Building Management System (as appropriate)	Direct service (where BMS is fitted)	Entrust Property Management Services; Trust Business Manager	No additional cost
	Asset management	Direct service	Entrust Property Management Services; Trust Business Manager	No additional cost
	Energy consultancy contract/Display Energy Certificate service	Direct service	Entrust Property Management Services; Trust Business Manager	No additional cost
	Water hygiene management support	Direct service	Entrust Property Management Services; Trust Business Manager	No additional cost
	Statutory property compliance contract	Direct service	Entrust Property Management Services; Trust Business Manager	No additional cost



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PROCUREMENT / PREMISES (ctd.)	Property maintenance contract (engineers/surveyors)	Direct service	Entrust Property Management Services; Trust Business Manager	No additional cost
	Contracted services	Consultancy/support; management of tendering process	Trust Business Manager	No additional cost
	Capital projects	Direct service	Trust Business Manager; Executive Director – bid writing to address capital priorities across Trust	No additional cost
	Leases and high value purchases	Consultancy/support	Trust Business Manager	No additional cost
GOVERNOR TRAINING	Core programme of training on key issues for governors and directors	Commissioned	Trust Business Manager; Executive Director, Trust Administrator	No additional cost
ADMISSIONS	School admissions (Sep. entry) – coordination of application ranking	Direct service/LA SLA	Trust Business Manager; Core Team support staff	No additional cost
	Admissions appeals	Covered by the Trust	Liaison with LA Appeals Team. Payment for Appeals Panels	No additional cost

Future services, as Trust grows:

<ul style="list-style-type: none"> • Specialist T&L consultant support in English and Maths 	<ul style="list-style-type: none"> • Initial Teacher Training and teacher recruitment strategy
<ul style="list-style-type: none"> • Enhanced HR, financial and administrative support for Core Team 	<ul style="list-style-type: none"> • Further development of staff benefits package
<ul style="list-style-type: none"> • Trust EWO / ED Psych / Inclusion / Mental Health support 	<ul style="list-style-type: none"> • Further development of traded services
<ul style="list-style-type: none"> • Trust-wide IAG provision 	<ul style="list-style-type: none"> • Community education / training centre for local businesses

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