

Area	Service
Financial	<p>Financial Health Checks:- https://www.gov.uk/government/news/schools-financial-health-checks</p> <p>Based upon the 'Schools Financial Health Check Structure' see https://www.gov.uk/government/publications/schools-financial-health-checks-supplier-directory</p> <p>Purchasing and tendering:-</p> <p>Researching options for products and services, obtaining quotes, preparing formal tendering documentation (for higher value purchases) & managing the tender process if needed.</p> <p>Asset Register:-</p> <p>Compilation of asset register, identifying items for capitalisation (academies only), marking of assets, annual audit check of assets.</p>
Human Resources	<p>Staff Recruitment & Vetting – Audit</p> <p>School Business Partner offers an audit of school's records in relation to the recruitment and vetting of staff, volunteers, visitors and governors. Inspecting staff files and the single central register to ensure that they comply with DfE and Ofsted requirements as laid down in 'Keeping Children Safe in Education 2018 – Part Three Safer Recruitment'.</p> <p>The audit is based upon a sampling methodology and schools will be given a report summarising the findings from the audit and recommended actions to address any findings.</p> <p>Fixed Fee – Primary School £140, Secondary & Special Schools £170 plus travel mileage charged at 45p per mile.</p> <p>Recruitment & Selection:-</p> <p>Bespoke offer, based upon needs analysis. Varying from managing a recruitment process from start to finish, to drafting a job advert.</p>

	<p>Employee Engagement:-</p> <p>‘Employers want engaged employees because, as well as being happier, healthier and more fulfilled, they deliver improved business performance’ CIPD</p> <p>Putting together a tailored plan for measuring and developing levels of employee engagement in your school. This might include workforce surveys, action plans, focus groups and coaching.</p> <p>Investigations and Hearings:-</p> <p>Acting as an impartial third party in the areas of disciplinary, grievance and capability. Conducting investigations, chairing/supporting/preparing for hearings.</p> <p>Restructure:-</p> <p>Assisting governors and SLT in scoping and/or implementing workforce restructures.</p> <p>SBM recruitment/induction/mentoring:-</p> <p>Assisting governors and SLT in the recruitment of School Business Managers. Anything from designing a job advert to managing the whole process.</p> <p>Policies:-</p> <p>Drafting/supplying legally compliant HR Policies and Procedures.</p>
Risk	<p>Risk Register (Academy Schools Only):-</p> <p>Working with the Governing Body and SLT to compile and/or maintain a Risk Register, as required by the E.F.A. Academies Financial Handbook.</p> <p>https://www.gov.uk/government/publications/academies-financial-handbook (para 2.36)</p>

	<p>Business Continuity & Emergency Planning:-</p> <p>Working with the Governing Body and SLT to compile and/or maintain Business Continuity & Emergency Plans, as required by the EfA Academies Financial Handbook (para 2.37) and LA financial regulations.</p> <p>Risk Assessments:-</p> <p>Access to a range of risk assessment documents for the activities of the school/academy.</p> <p>Lock down procedures:-</p> <p>As part of its emergency plan a school should have a well-rehearsed lock down procedure. This would be activated in the event of receiving an alert of a local risk e.g. fire in the vicinity of the school, or malicious intruder on site. Given the unique layout of each school's site a customised procedure would be developed with the Governing Body and SLT of the school.</p> <p>Policies and Procedures:-</p> <p>Drafting/supplying legally compliant HR Policies and Procedures.</p> <p>Fire Risk Assessment:-</p> <p>Producing and/or updating a fire risk assessment and associated remedial action plan.</p> <p>Accident Investigation:-</p> <p>Conducting an investigation into accidents which have happened in connection with school activity. Producing a report for Governing Body and SLT with recommended actions to prevent recurrence.</p> <p>H&S Inspections:-</p> <p>Inspections of school sites and/or activities to ensure compliance with health and safety legislation and Approved Codes of Practice (A.C.o.P). Producing a report for Governing Body and SLT with recommended actions to ensure compliance.</p>
--	--

Academy Conversion	Unless an academy conversion includes an immediate change to how teaching and learning is delivered in a school, the biggest impact is felt upon the School Business Management Function of the School. I can partner with schools by leading on the change process or covering for the SBM whilst they undertake this process.
Marketing & Communications	<p>Social Media & Websites:-</p> <p>There is only one thing worse than a school not having an online presence and that is having one which is stale and out of date!</p> <p>I can set up and/or take on the updating of your social media and websites</p> <p>Press Releases:-</p> <p>Journalists love a well-crafted press release which includes photographs, headline and well written (brief) content. This saves them time and effort and often results in a direct 'copy & paste' into their print and online editions.</p> <p>Parental & Student Voice:-</p> <p>Designing, issuing and compiling the results of parent & student voice questionnaires. Conducting focus groups, producing reports with findings and recommendations.</p> <p>Statutory Publications Requirement Check:-</p> <p>Checking that the schools website and prospectus complies with the - School Information (Amendment) Regulations 2012</p> <p>https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</p> <p>Alumni development:-</p> <p>Working with school to develop a database of former students who wish to work with the school in raising aspiration of students.</p>

	<p>Business Links:-</p> <p>Developing a plan to establish links with local business who can help school to fulfil its role in offering careers guidance and introduction to the world of work.</p> <p>Surveys:-</p> <p>Working with school to develop online and paper surveys to collect parental, staff or student voice.</p> <p>Marketing Plan:-</p> <p>Working with Governing Body and SLT to develop an annual marketing and recruitment plan.</p>
Bid Writing	Working with school staff in identifying sources of external funding for projects. Writing and/or submitting grant applications.
Interim Services	Cover for planned and/or unexpected absence of the SBM.
Facilities	<p>Asset Management Planning:-</p> <p>Using school condition data to produce a costed 3 year plan for the maintenance and development of the school site.</p> <p>Disability Access Survey and Action Plan:-</p> <p>Inspecting the school site and its educational offer to assess how 'disabled friendly' and accessible it is. Production of report and action plan.</p> <p>Site Safeguarding Survey and Action Plan:-</p> <p>Inspection of school site from a security/safeguarding perspective, identifying areas of weakness which could be exploited and drawing up an action plan.</p>

	<p>Policies and procedures:-</p> <p>Drafting/supplying legally compliant Policies and Procedures</p>
Coaching	<p>‘If used effectively, there is abundant evidence that coaching and mentoring empowers individuals, builds teams, enhances collegiality and improves morale across the team or establishment. As a result of feeling more in control individuals are more likely to accept responsibility both for their own learning and behavior and for the aims of the organization (in this context the school/ education establishment) as a whole.’ Hook et al 2006.</p>
Governance Services	<p>Clerking:-</p> <p>Core Service</p> <p>This includes the following:-</p> <ul style="list-style-type: none"> * Attendance at scheduled full governing body and sub-committee meetings * Taking preparing and circulating minutes of meetings * Drafting, agreeing and circulating meeting agendas * Amending and recirculating agendas and minutes where required

	<p>Governing Boards are invited to choose one of the following core packages:-</p> <p>CORE 15 Package:- £872 per year Clerking for up to 15 governing board meetings per academic year</p> <p>CORE 12 Package:- £715 per year Clerking for up to 12 governing board meetings per academic year</p> <p>CORE6 Package :- £365 per year Clerking for up to 6 governing body meetings per academic year</p> <p>CORE3 Package:- £185 per year Clerking for up to 3 governing body meetings per academic year</p> <p>Governing boards are invited to choose one or more of the following additional services.</p> <p>Please note if you are not asking School Business Partner to provide these services for your school you will need to make alternative arrangements as these are compulsory elements of running a governing board.</p>
--	--

	<p>Additional Services</p> <ol style="list-style-type: none"> Record keeping – production, updating and publishing (where required) the following documents: - £940 per governing board per year <ul style="list-style-type: none"> An annual governing board work schedule (meetings, school visits) Terms of Reference documents for the governing board and its committees Schedule of school policies for approval each year by the governing board Maintaining a physical or electronic governor file within the school office Annual record of governor attendance Governor terms of office record Governor annual register of business interests Schedule of individual governor roles and responsibilities Governing Board Skills Audit Record of training and development undertaken by governors Instrument of governance Recruitment, vetting and induction of new governors - £200 per appointment Company Secretary (Academies Only) - £265 per trust <ul style="list-style-type: none"> Co-ordinating annual meeting of trust members Liaison with Companies House – filing of annual accounts, assurance statement, advising of changes to board constitution Maintaining Scheme of Delegation documents <p>Schools which have signed up to one of the core packages can purchase additional clerking (above the entitlement in the annual contract) at - £90 per meeting, plus travel expenses at 45p per mile</p> <p>* Please note that V.A.T. will not be added to these charges *</p> <p>** These charges are calculated based upon governing board meetings of up to 2 hours **</p>
--	---

	<p>Training:-</p> <p>Effective chairing of meetings, academisation, the role of the governor to name a few.</p>
Ongoing advice and support	An annual subscription to School Business Partner gives access to regular email updates (changes, sources of funding etc.), ad hoc telephone or face to face advice. Plus small one off pieces of work lasting no more than 3 days in any year.
Pricing Information	
<p>Day Rate from £260 per day</p> <p>Financial Health Checks:- Check 1: review/develop capability, 1-2 days Check 2: investigate/prevent, 3-5 days Check 3: resolve/generate solutions, 6-10 days</p> <p>Bespoke quote per job based upon an hourly rate from £35 p hr. Annual Subscription - £765 p.a.</p> <p>Plus travel expenses at 45 pence per mile.</p> <p>Some services can be managed via the school payroll by agreement or on a self-employed basis.</p> <p>Bid writing - Specific fee agreed for each grant application. Some grant making bodies allow for the cost of the bid writer in the application process.</p> <p>Academy conversion - Customised quote based upon the specific situation of each school. Conversion processes can be relatively straightforward or a convoluted process, especially where PFI contracts are involved. Any overheads associated with the conversion process are covered by the Academy Conversion Support Grant (£25,000) paid by the EfA.</p>	

Title	Description	Target Audience	Cost
Promoting Your School with a Limited Budget (Can be delivered as a 1 hour workshop or ½ day training course)	How to improve your school's profile in the community, create a narrative of success, and maximise student recruitment. Covering subjects such as 'Constructing a Marketing Plan', 'Events Management', 'Engaging Local Media' and 'Use of Social Media'.	School Business Managers, Senior Leaders and Admin Staff with responsibility for promoting the school.	£100 plus travel expenses @ 45p per mile – workshop. £260 plus travel expenses @ 45p per mile – ½ day.
Creating a Paper Free School (Can be delivered as a 1 hour workshop or ½ day training course)	Many schools are very reliant on the use of printed materials and spend large amounts on reprographics each year. Whilst it isn't possible to eliminate the use of paper completely, delegates will come away with a plan of action to make savings in their own school.	School Business Managers, Admin Team Leaders.	£100 plus travel expenses @ 45p per mile – workshop. £260 plus travel expenses @ 45p per mile – ½ day.
Outlook Basics (½ day training course)	A practical workshop outlining how Outlook can contribute to efficient task and time management.	Anyone who has already used Outlook, but would like to explore more of the functions available in emails, calendar and tasks.	From £270 plus travel expenses @ 45p per mile. (Price for groups of up to 12 delegates, larger groups can be accommodated for a higher fee)

Title	Description	Target Audience	Cost
Academy Conversion – an Introduction (Can be delivered as a 1 hour workshop or ½ day training course)	An introductory workshop covering: - What is an Academy, Reasons for becoming an academy, The Conversion Process, Key Considerations in the areas of Teaching & Learning, Finance, HR, Facilities, Risk & Regulation, and Governance.	Senior and Middle Leaders, Governors.	£100 plus travel expenses @ 45p per mile – workshop. £260 plus travel expenses @ 45p per mile – ½ day.
Recruitment – How to Shortlist Effectively (½ day training course)	A practical workshop covering the legal and ‘best practice’ aspects of recruitment shortlisting.	Anyone who is likely to be asked to shortlist job applications.	£260 plus travel expenses @ 45p per mile
Leading a Team (Can be delivered as a full or ½ day training course)	A school, like any organisation, relies upon effective teamwork to produce results. Delegates will learn about aspects of team leadership such as ‘setting expectations’, ‘motivation’ and ‘understanding team needs and dynamics’.	Aimed at those who line manage school support staff or aspire to do so in the future.	£270 plus travel expenses @ 45p per mile – ½ day £324 plus travel expenses @ 45p per mile – full day

Title	Description	Target Audience	Cost
How to run a successful Open Evening/Day (1 hour workshop)	All schools run open days or evenings, which are their main opportunity to showcase their school to prospective parents & pupils. The course covers pitfalls and best practice to make the most of these opportunities.	Senior and Middle Leaders, Governors	£100 plus travel expenses @ 45p per mile.
Dealing with Complaints (solution opportunities) (1 hour workshop)	Complaints can be a ‘sheep in wolves clothing’?! This workshop covers the procedural aspects of complaint handling and the ways of integrating the learning into the operation of the school.	Senior and Middle Leaders, Governors, Admin Staff.	£100 plus travel expenses @ 45p per mile.