Empower
Multi-Academy Trust
Inspire • Empower • Achieve

EMPOWER OFFER

POSITIVITY

We adopt a “can do” attitude and an optimistic approach.

RESPECT

We are thoughtful to ourselves, others and the environment.

AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.

INTEGRITY

We are honest, transparent and fair with everything we do.

COLABORATION

We work together to support everyone to achieve their aims.

EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence in their own practice and future.

EMPOWER OFFER

To work alongside schools in the strategic leadership of their establishment, securing knowledgeable leaders and high quality practitioners.

Part of the central services school support offer.

1

Termly visit to support evaluation & improvement planning exercises. This forms the cycle of Empower reviews.

Unlimited access to advice and support from CEO, central team and our strategic leads.

2

Complete appraisal sessions with Heads (with COGs) and termly reviews.

This is part of our THRIVE cycle to support growth and development for all.

3

Additional commissioned support from strategic partners or other improvement partners as required.

4

Access for all HTs to meet at Executive level to support decision making across the trust.

Access for SENDcos to meet half termly

Access to the INVESTING IN US Pathway.

5

Provide strategic direction in finance, HR and estates across the Trust. Monitor educational standards including target setting, develop consistency and share good practice across the trust.

Improve leadership capacity: develop future leaders, teachers and groups of practitioners across the trust.

6

Access to LGB training to support the effectiveness of governance across the trust.

Access to full LGB support.

EMPOWER OFFER

To support schools in identifying strengths and areas of development collaboratively through quality assurance and school support.

Part of QA- central services school improvement offer.

1

At the start of each term:

All schools will have regular reviews through the EMPOWER review cycle.

2

At the end of each term: All schools will have an IMPACT 10 review.

This is to celebrate achievements and focus on next steps.

3

All schools will have regular online check ins with the CEO, alongside open phone call access and access to the central team.

All Heads receive coaching sessions throughout the year

4

All schools will receive an additional external consultancy visit at least once a year.

This will support validating evaluations and give an external outlook to all schools. All schools will receive external moderating support and expertise. (KB/CO).

5

All schools will receive a SEND and safeguarding review annually.

All schools will have access to the school improvement networks, which includes access to external experts in specific areas of quality of education.

6

There will be 3 categories:

- Initiating & implementing schools
- Embedding & securing schools
- Enhancing & excelling schools

- I&I schools will receive additional visits
- E&E schools are expected capacity givers

EMPOWER OFFER

To ensure best practice is identified and shared, distributed efficiently and collaboratively, so that all schools are aligned in excellence and become capacity givers.

Part of QA- central services offer school improvement.

1

All schools will participate in identifying talent to contribute to the school improvement networks.

These networks will receive training and external expert support as part of the Trust professional learning offer.

2

All networks will have a 'resident external expert' attached to aid developing internal confidence and expertise and ensuring the Trust is always at the forefront of the latest thinking.

Networks will have an attached Head who will be the network strategic lead and access to researched and quality online resources/subscriptions. All Heads have a paid membership to the Chartered College.

3

All relevant schools will be offered support leading up to SIAMs.

Those expecting SIAMs will be offered additional support.

4

All schools participate in the Trust led NPQ initiative. Where schools have strong practitioners they will be developed as facilitators. In addition there will be a Trust professional learning overview*, led by Trust leaders, to secure alignment of our T&L principles and our commitment to excellence.

5

Networks develop 'Trust consultants' who are experts in their area.

There will be free subject leader networks. Each school will identify a subject focus annually and through this, the network group will be commissioned by Trust to complete deep dives in all schools. (1 area annually per school)

6

All schools will be offered support leading up to any ofsted window.

Those expecting ofsted (within a 12 month window) will have a peer mentor to offer additional support.

EMPOWER OFFER

To support every school to have financial efficacy and secure value added practice.

Part of QA - central service offer Finance.

1

Our experienced Central Finance Team will work closely with staff responsible for finance in our schools to ensure that the resources available for teaching and learning are maximised whilst maintaining strict compliance with statutory and best practice regulatory guidance.

2

Under the direction of the COO, the Director of Finance undertakes the management and financial reporting function which includes - but not limited to:

- Centralisation and processing of supplier payments
- Production of monthly monitoring reports (MMRs)
- Statutory Audits
- Production of Annual Accounts
- VAT returns
- Bank and payroll reconciliation
- Submission of ESFA financial
- Compliance requirements

3

Working in collaboration every school receives a three year projection, in a timely manner, to ensure decisions of finance can be made efficiently and with a long term trajectory.

The COO supports the school by completing activities such as Integrated Curriculum Financial Planning (ICFP) with leads in school to secure curriculum led, resource focused decision making, which get the best outcomes possible for our children.

4

Every school receives monthly face to face budget monitoring reviews to ensure there is tight control over expenditure and securing best use of funds.

Every term there will be a finance meeting with the Head/COO & CEO to secure the collaboration of decision making between School & Trust.

5

Every school will have access to support and training to ensure that financial transactions are completed in line with Trust financial policies and procedures and meet financial obligations as set out in the Academies Trust Handbook.

In addition, continued support, ongoing training and regular updates will be provided to key staff in schools on the Trust Finance system, financial regulations, policies and procedures.

6

We work collaboratively and use purchasing power on high value purchases to ensure best value for money when using public funds and ensure as much money as possible is targeted to children.

EMPOWER OFFER

To ensure strong governance systems.

Part of QA - central service offer Governance.

1

A qualified Trust Governance Professional who provides support and advice for Chairs, Headteachers and governors.

Subsidised access to governance systems and subscriptions.

2

NGA Membership which includes:

- Resources, events and webinars
- Access to Gold Advice
- Governing Matters magazine
- Welcome to Governance for new governors
- The Chair's Handbook for the chair
- One free place at NGA conferences
- Free places at NGA leadership forums
- Access to Welcome to Governance LIVE for new local governors

3

NGA Learning Link Subscription which provides:

- High-quality and interactive training on demand
- Over 65 e-learning modules help fill knowledge gaps quickly, provide affordable professional development and empower LGBs to tackle every challenge with confidence.

4

Access to Governor Hub which helps your board to work together better, keeps members connected, and provides aready-made body of evidence when you need it most. Includes:

- Secure document storage - easy access to papers, past and present
- Easily manage Membership - Governor Hub keeps track of membership and provides useful reports
- Communicate on the noticeboard - share and collaborate, email notifications, links to folders
- Stay organised with the calendar - link documents to meeting dates, download a sign in sheet, confirm attendance.

5

Timely and efficient administration, including:

- Agenda templates
- Minute templates
- LGB annual planner
- Governor Hub administration
- External Governance Reviews

6

Termly Chairs Forum Meeting for LGB Chairs to meet with Chair of Trustees and CEO

EMPOWER OFFER

To secure all statutory, legal and operational systems.

Part of QA - central service offer HR.

1

HR Advisory Services:

- Allocation of a named professionally qualified HR advisor
- Service includes advice and support on absence management, capability, discipline, grievance, management of change consultation processes and outcomes (re-structures, TUPE transfers, changes to terms and conditions), exit strategies and any other employment-related matters. This also includes attendance at formal meetings (as defined by Trust policy) by at least one member of the HR advisory team.
- Interpretation of current employment law in advice given

2

HR Advisory Services:

- Advice regarding safer employment and procedures around positive DBS checks
- Advice and support to Governors or Headteachers at formal hearings and appeals
- Notification and advice relating to forth coming legislative or national policy changes which will impact on employment matters at the school
- Termly update on employment matters including forthcoming legislative change and the impact of emerging case law.

3

Legal Services and HR Access to Browne Jacobson MAT Partner Plus service.
Key Features:

- Accessible by your central team/agreed contacts only
- Up to 60 minutes advice per issue
- No limit on how many times you use the service (for different issues)
- Option to submit email for telephone queries
- Service available from 8am to 6pm Monday to Friday (excluding bank holidays)
- Clear guidance (and fixed fees available for work that falls outside the remit of the service.

4

Occupational Health provision that is negotiated on behalf of schools. Provision includes:

- New Employee Health Assessments
- Provide occupational health advice on an individual's health problems that are affecting performance at work with a view to providing information, guidance and recommendations to managers to aid informed decision - making.
- Management Referrals and Sickness Absence
- Advice on fitness to return to work after a period of absence and how a return to full capacity can be best managed.
- Medical advice on ill health retirements and associated documentation required for Pension Regulations.
- Assistance with carrying out specific statutory risk assessment
- Advice on the reasonable adjustments that should be made to allow people with disabilities to be employed or to continue in employment.

5

Employment Services (Contracts and Payroll):

- Support and guidance to administrators about the operation of Employment Services procedures.
- Place externally advertised vacancies on the WMJobs national recruitment vacancy portal (www.wmjobs.co.uk).
- Manage appointment administration following recruitment as required.
- Produce written Statements of Particulars of Employment and Amendments relating to employees using template documents provided by the Trust within statutory timescales.
- Maintain relevant employee records through the Telford and Wrekin Council's Human Resources and Payroll System.
- Provide monthly Establishments Lists based on data held on the payroll system.
- Process starter and leaver documentation to meet HMRC requirements and provide all legally-required pay documentation eg P45s and P60s
- Provide Helpline advice to employees relating to salary payment queries.

6

Recruitment management and support forHeadteacher / SLT posts:

- Development of Headteacher recruitment packs
- Co-ordinating applicant visits to schools
- Collating and reviewing application forms
- Requesting references
- Organising shortlisting administration and meetings Arranging and co-ordinating interviews
- Administration following appointment

EMPOWER OFFER

To support every school to look its best and keep it safe for pupils and staff allowing them access to high quality facilities and services.

Part of QA - central service offer Premises, facilities & Estates.

1

We work with all of our schools to ensure that the necessary policies and procedures are in place and align with the DfE's Good Estates Management for Schools (GEMS) guidance.

2

Estates

We support schools in designing, budgeting and planning future building developments and improvements.

In addition we work with schools to source additional funding through the Capital Improvement Fund (CIF) and/or other means to invest and make improvements to their school buildings to ensure they comply with legislative requirements.

3

Compliance

Under the direction of the COO our Director of Operations works with all of our schools to:

- Ensure all statutory testing and servicing is carried out
- Support schools in the management of maintenance and repairs
- Ensure Trust policies and procedures are in place to meet legislative requirements for estates, Health & Safety and fire safety.
- Collaboratively work with site staff across all schools to
- support each other, share best practice and provide training.
- Ensure that annual health and safety audits are carried out.
- Implement systems and process that allow effective recording, monitoring and reporting of all matters in relation to Health & Safety and Fire Safety
- Ensure schools have access to our Trust compliance system and ensure that the necessary training provided in using the system as required.

4

ICT

We procure a Trust wide fully managed ICT service which includes annual audits of both infrastructure and hardware to ensure that schools are working with the most effective and up to date technology.

In addition we procure telephony and printing services to achieve best value for money. We provide support with the development and management of school websites and social media platforms with our external partners.

5

Catering

We value the provision of high quality, healthy, tasty meals using our in-house teams. We support our catering staff to plan, prepare and serve meals ensuring that catering practice complies with appropriate Health& Safety legislation.

Catering teams have access to regular meetings to collaborate with colleagues across the Trust and share best practice. We also encourage attendance at regional and national catering events.

6

Cleaning

We support our schools with either in-house or contracted cleaning provision to ensure that a high quality service is provided so that schools look their best.

We will monitor performance and value for money where external contractors are appointed.

EMPOWER OFFER

To support schools with school improvement requirements additional to the Trust offer.

School support offer service agreement.

1

The school improvement offer additionally provides external expertise to the Trust networks.

This will help in forming subject / area experts. Internally & ensure schools are receiving up to date and evidenced based information in all aspects of curriculum & T&L. These are known as 'Trust consultants'.

These will form the team that are commissioned to complete deep dives as part of the QA & SS process. Schools will receive one deep dive as part of their Trust entitlement.

This also provides opportunity for professional growth to individuals and build Empower's capacity to support others outside of the Trust.

2

Schools have Trust consultant experts at hand to commission into their school at a much reduced cost for any work over & above the Trust entitlement outlined.

In addition, where consultants are used schools of the relevant consultant will be reimbursed £200. This is expected to cover their absence from schools when in this role.

The cost of a consultant to schools will be £220, the additional £20 is to cover administration and coordination.

3

Trust consultants will also form part of the SPP offer (Shropshire Primary Partnership).

This will provide professional learning offers across Shropshire and wider.

4

Additional support that can be purchased:

1. Subject leadership development
2. Senior leadership support (eg SEF writing/ targeted school improving work/ governance development)
3. Coaching

5

All class based staff will receive free access to the Trust conference annually as part of the additional school improvement offer.

All administrative staff will also receive free training.

6

Dedicated community development advisory services are available to schools.

Dedicated safeguard and Early Help advisory services are available to schools.

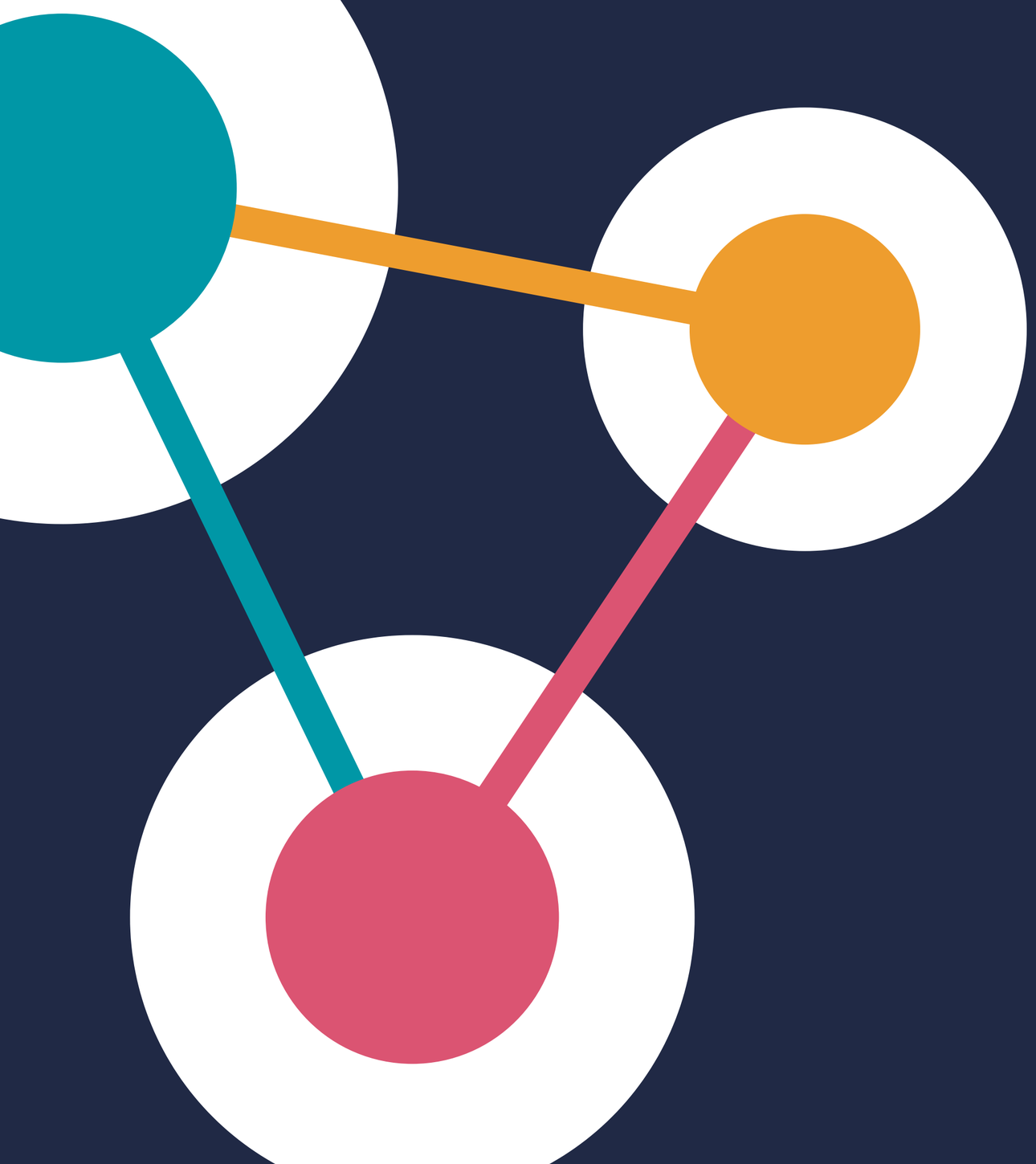
EMPOWER OFFER

Trust professional learning & Training overview 2023/24

We will also be working in a collaboration with other networkand agencies to provide in the following areas.

This will be trust funded:

- FREE Computing training with the National Centre for Computing across the Trust
- STEM project access - providing online network support, bespoke staff training, online conference access and resources.
- EEF partnerships - working with research schools and experts exploring evidence based research in effective practice.
- Access to training for staff in all statutory areas (eg safeguarding / H&S)
- SEND reviewer training - an opportunity to work with system leaders in effective SEND provision.
- Moderation exercises across the trust annually.
- Teaching Walkthrus - developing approaches to teaching and learning
- Chartered College of Teaching Membership and resources
- EYFS Trust Network Meetings DHT/AHT Trust Network Meetings
- Trust Learning Conference
- In-house Rational Enagagement Training



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The exciting way we develop teaching & learning

EMPOWER OFFER

Our strategy: **Be bold, build futures and empower.**
Our ambition: **Every child attends, achieves and is happy.**

We are an authentic trust focused on building on our great team of schools so we can be the best for our young people.

We would love you to consider being part of our team.

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