



Our offer to your school

Inspire Partnership MAT provides an opportunity for schools to convert to academy status in a way that is different to many academy trusts. We value the uniqueness of each school because each school has a unique history and serves its own unique community. Inspire Partnership Trust is a primary only school Trust and it is led by a team of primary specialists.

Our aim is to ensure

- Individual primary schools can thrive in their own context and in line with their own vision and values;
- We are creating a dynamic collaboration who deliver tailored programmes of school improvement that will meet the needs of each academy;
- Services are available to academies that will support improvements to teaching and learning, allowing schools to focus on their core business rather than being distracted by academy business;
- We are ensuring flexibility to meet schools where they are on their journey and to adapt to their specific circumstances;

Purpose of the Trust

The purpose of the Trust is to maintain good and outstanding primary schools and ensure the rapid improvement of schools which need support now (and in the future) and to act as a vehicle for enabling the sharing of best practice and economies of scale to be achieved across the group of academies.

As a Trust, the way we wish to grow is to develop:

- Strong and capable leaders;
- People who will excel in providing outstanding primary education;
- Build trust and respect across our academies;
- Build long term relationships in which there is an opportunity for continuous improvement;

The principles by which we will manage the organisation:

- Openness to build trust, be transparent, sharpen accountability and drive improvement;
- Operate a financial efficient low cost organisation;
- Operate an effective & strong governance framework;
- Ensure tight control of our resources to achieve economies, efficiencies and effectiveness across our operations;

A key part of our Trust ethos is school to school support. As well as providing support in key areas from our Executive Team, we identify strengths across all our schools to support and deploy a pool of expertise including using the Teaching School.

SCHOOL IMPROVEMENT SUPPORT AND CHALLENGE	Included in Offer		
	Core	Enhanced	Enhanced Plus
Systematic opportunities for leaders to support colleagues in other primary schools, including coaching and mentoring.	✓	✓	✓
Networking opportunities with headteachers outside of the Trust	✓	✓	✓
Peer/external reviews action planning in response to these reviews	✓	✓	✓
Progress Review Meetings with SIP (At least termly)	✓	✓	✓
Ofsted inspection support (planning, preparation, on-site during inspection, writing post-Ofsted action plans)	✓	✓	✓
New Headteacher Induction	✓	✓	✓
Quality Assurance of SIP/SEF	✓	✓	✓
Brokerage of subject specific support	✓	✓	✓
Teaching & learning development and focused support focused support for English, Maths leaders, Subject leaders & Y2 & Y6 teachers	✓	✓	✓
Brokering of Pupil Premium review	✓	✓	✓
Pupil Progress Tracking System and Support	✓	✓	✓
At least 3 moderation opportunities each year for every year group.	✓	✓	✓
Half Termly Full Day network/training/development for Headteachers and Office Managers.	✓	✓	✓
ASP training	✓	✓	✓
Support from Trust through regular network meetings and training which are led either by a member of the Exec team or a Headteacher identified as having particular expertise in a specific area SENDCO, EYFS (Both these networks are supported by the Trust SIP) Learning Mentor, PE, Maths, English , British values and Curriculum Development , NQT, RQT	✓	✓	✓
Trust – level data analysis of assessment and data	✓	✓	✓
For those academies needing additional school improvement support, identified through the due diligence process and/or through the matrix grids, visits by the School Improvement Partner and CEO will be at least half termly.		✓	✓
For those academies identified as requiring some additional back office support for writing of the SEF / SIP in consultation with the HT.		✓	✓
For those academies identified as requiring some additional back office support with annual reviews, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓
For those academies identified by OFSTED as special measures / inadequate, or through due diligence as potentially falling into an inadequate category at their next inspection a bespoke package of support will be provided. The cost of this support to be agreed by the Trust Board.			✓

SAFEGUARDING	Included in Offer		
	Core	Enhanced	Enhanced Plus
Brokering of External Safeguarding Audits	✓	✓	✓
HR support for SCR and safeguarding administration	✓	✓	✓
Central Trust safeguarding training	✓	✓	✓
For those academies identified as requiring some additional back office support for SCR, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓

GOVERNANCE	Included in Offer		
	Core	Enhanced	Enhanced Plus
Policy review and website reviews	✓	✓	✓
Governance training for Trustees and Local Governors	✓	✓	✓

HUMAN RESOURCES	Included in Offer		
	Core	Enhanced	Enhanced Plus
Initial start-up on joining			
Information, advice and support during transition to academy, and initial HR orientation	✓	✓	✓
HR Advisory & Administration			
On-site and by phone HR Business Partner support covering:	✓	✓	✓
Performance management	✓	✓	✓
Employment law advice	✓	✓	✓
Absence management and reporting	✓	✓	✓
Terms and conditions	✓	✓	✓
Grievance and disciplinary	✓	✓	✓
Complex casework	✓	✓	✓
Investigation (Payable)	X	X	X
Union consultation	✓	✓	✓
Workforce planning	✓	✓	✓
Staff recruitment and retention	✓	✓	✓
Contract administration	✓	✓	✓
Management information	✓	✓	✓
DBS Service (Payable)	X	X	X
Appraisal	✓	✓	✓
For those academies identified as requiring some additional back office support for HR or recruitment, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓
For those academies identified as requiring significant additional back office support, identified either through an external review or after discussion with the Headteacher/CEO a bespoke package of support will be provided. The cost of this support to be agreed by the Trust Board. Examples of support include providing a member of staff to temporarily cover a vacancy, management investigations, restructures / redundancies, grievance procedures, support with capability procedures or additional support for colleagues identified as not meeting their performance management objectives, etc., Brokerage of additional support from a MAT school			✓
Strategic HR Support			
Change management	✓	✓	✓
Restructuring and redundancy	✓	✓	✓
Strategic workforce planning	✓	✓	✓
Attracting and retaining the best staff	✓	✓	✓
Policy development	✓	✓	✓
Systems support – available from April 2019 (project in progress)			
Fully integrated HR and Payroll system	✓	✓	✓
Pension returns and audit	✓	✓	✓
Payroll Training	✓	✓	✓
HMRC Returns	✓	✓	✓
For those academies identified as requiring some additional back office support for payroll / finance, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓

Staff wellbeing			
Absence management and guidance	✓	✓	✓
Stress management	✓	✓	✓
Occupational health provision covering referrals and reviews (Payable)	X	X	X
Training			
In-house training and briefing sessions on relevant HR topics and legislation	✓	✓	✓
Additional information and benefits of the service			
<p>The above service provides schools with an allocated HR Business Partner who will work with your academy to help you identify and plan what your strategic HR needs will be in the coming year, linking them to your school improvement plan. They will also provide pragmatic solutions and options to swiftly bring to a successful conclusion performance and other HR issues.</p> <p>Integral to our service is to deal with your HR contractual administration requirements, ensuring all contractual matters are processed, handled and maintained in a professional and secure manner.</p>			

FINANCE	Included in Offer		
	Core	Enhanced	Enhanced Plus
Provision of Budgeting software	✓	✓	✓
Budget Preparation & assistance with budget planning	✓	✓	✓
Preparation of VAT returns	✓	✓	✓
Audit fees (External and internal)	✓	✓	✓
Consolidated accounts preparation	✓	✓	✓
Consolidated AAR preparation	✓	✓	✓
Consolidated budget forecast outturn return preparation	✓	✓	✓
Consolidated budget forecast return preparation	✓	✓	✓
Administration of bank accounts	✓	✓	✓
Advice on compliance with Academy and Trust Financial Procedures	✓	✓	✓
Finance support	✓	✓	✓
School visits	✓	✓	✓
For those academies identified as requiring some additional back office support for budget planning & monitoring, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓

PROCUREMENT	Included in Offer		
	Core	Enhanced	Enhanced Plus
Clear record of savings made by the central procurement team for your school.	✓	✓	✓
Service level agreements and regular meetings with key suppliers to continuously improve quality and drive down costs	✓	✓	✓
Where are contracts missing or ending soon.	✓	✓	✓
Member of Crescent Procurements Consortium.	✓	✓	✓
High value contracts will be reviewed centrally and if renegotiated as a central contract an admin cost will levied to each school based on the savings realised.	X	X	X

ESTATES & FACILITIES	Included in Offer		
	Core	Enhanced	Enhanced Plus
Initial start-up on joining			
Information, advice and support during transition to academy, and initial compliance audit.	✓	✓	✓
Estates			
Development of CIF bids	✓	✓	✓
On-site and by phone support	✓	✓	✓
Assistance with EFA data collection surveys	✓	✓	✓
Assistance with Emergency Planning	✓	✓	✓
Guidance on strategic services for repair and maintenance.	✓	✓	✓
Asbestos management plan reviews	✓	✓	✓
Assistance with Cleaning, Catering & other Estates contract management	✓	✓	✓
Assistance with recruitment	✓	✓	✓
Estates monitoring check lists for Business managers and Site Teams	✓	✓	✓
Assistance in the event of plant or building failure	✓	✓	✓
Assistance with major project or relocation planning	✓	✓	✓
Assistance with Estates budget planning	✓	✓	✓
Health and Safety Support			
On-site and phone support	✓	✓	✓
Statutory compliance guidance and audits	✓	✓	✓
Accident reporting (RIDDOR) and follow up investigations	✓	✓	✓
Asbestos management plan guidance	✓	✓	✓
Risk assessments	✓	✓	✓
Fire Risk Management guidance and reviews	✓	✓	✓
Fire Induction guidance	✓	✓	✓
H+S Induction guidance	✓	✓	✓
For those academies identified as requiring some additional back office support with Health & Safety, identified either through an external review or after discussion with the Headteacher/CEO an interim programme of support will be agreed.		✓	✓
Policy support			
Comprehensive Health & Safety policy incorporating:- Asbestos safety policy Fire safety policy Legionella safety policy Manual handling management standard guidance Lone working management standard Working at Height management standard guidance	✓	✓	✓

GDPR	Included in Offer		
	Core	Enhanced	Enhanced Plus
GDPR Policy	✓	✓	✓
DPO and audit provision	✓	✓	✓
Training and support	✓	✓	✓
GDPRis system (payable)	X	X	X
Data breach and subject access request guidance (Further support is chargeable)	✓	✓	✓
Privacy notice	✓	✓	✓
Data protection registration	✓	✓	✓
Training			
In-house training and briefing sessions on relevant topics/legislation and access to external training packages	✓	✓	✓
The above service aims to provide both strategic and day to day support to schools in order for each Academy to deliver safe and effective environments to enable the provision of outstanding Teaching to our pupils	✓	✓	✓

ICT	Included in Offer		
	Core	Enhanced	Enhanced Plus
ICT strategy to support the development and implementation of ICT policies and procedures across the Trust	✓	✓	✓
Transition for existing and new Academies to the core ICT services to enable: <ul style="list-style-type: none"> • Connectivity • Communication • Information Management • Collaboration 	✓	✓	✓
Develop of ICT Staff	✓	✓	✓
Fully managed ICT service (Payable) including: <ul style="list-style-type: none"> • Managing performance, maintenance and accessibility to the network infrastructure • ICT Helpdesk • Website maintenance & support • Printing deployment, management & administration • System & data backup management • Disaster recovery process & procedure • Technical installation & setup • Service Level Agreement 	X	X	X
Expert advice and evaluation of new software and technologies to support the delivery of the ICT strategy	✓	✓	✓
Procurement of systems & technologies to support and enable delivery of the strategic plan	✓	✓	✓
Management of implementation of new systems & technologies	✓	✓	✓
Supplier management	✓	✓	✓
Management of system security compliant with GDPR	✓	✓	✓
ICT reviews	✓	✓	✓