

Peterborough Diocese Education Trust

Our 5% central support charge currently includes:

1. Regular visits from an Academy Improvement Officer to provide professional challenge and support by:

- Acting as a critical professional friend to the academy, helping the leadership to evaluate their academy's performance, identify priorities for improvement and plan effective change
- Helping build the academy's capacity to improve pupils' achievement and to realise other key outcomes for pupils that bear on achievement
- Contributing to whole-academy improvement in the academy
- Providing challenge and support for the senior leadership team in the academy
- Providing information to governing bodies on the academy's performance and development
- Advise governing body on headteacher's performance management

2. Payroll provision:

Work with the academy bursar / business manager to ensure full compliance with legislation, to include:

- Maintaining the payroll with legislative support updates
- Processing the payroll to an agreed schedule
- Processing the payroll to calculate Gross Pay, Deductions and Net Pay
- Processing statutory deductions in line with legislation
- Producing electronic payslips for employees
- Producing standard and management reports
- Producing P45s for leavers
- Producing and processing BACS payments for all employees
- Producing and processing BACS payments and reports for third parties
- Ensuring that the correct BACS file, with the correct processing date, is both sent to and received by BACS in accordance with an agreed schedule
- Providing monthly reconciliation to support payroll control accounts
- Providing specified pensions scheme returns and make electronic transfer payments
- Calculating and processing electronic payments and returns to HM Customs and Revenue
- Dispatching the year end reports and P35 declaration to the Inspector of Taxes within the statutory deadlines
- Dispatching the P14 forms to the Inland Revenue within the statutory deadlines
- Producing a P60 (for all live employees as at 5th April of the relevant year) and dispatch to the Client by the same method as the payslips
- Ensuring compliance with payroll legislation
- Providing off site data backup
- Providing a Helpdesk service
- Provision of example spreadsheets for format of data import files required from current system
- Salary reconciliation template, eliminates the need to manually process salary payments individually

3. Human Resources Service

- On site consultancy as and when required
- Unlimited telephone access to HR personnel advice
- Advice on probationary periods, recruitment and selection, policies and procedures, policy changes, pre-employment clearances, absence and leave, maternity, conditions of service, capability, discipline and grievance, redundancy, restructuring and redeployment

4. Finance Service

- On site consultancy as and when required
- Unlimited telephone access to Academy Financial Management advice
- Advice on purchasing, invoicing, the financial management system, aged debtors, bank reconciliation, financial planning, cash management, fixed assets, fraud and financial reporting

5. Audit and Accountancy

Work with the academy bursar / business manager to ensure full compliance with legislation, to include:

- Accounts return
- Preparation of the annual statutory accounts
- Audit of the annual financial statement
- Regularity audit
- Coding and nominal structure
- Preparation of corporation tax computation
- Support to Responsible Officer
- Assistance with the year-end accounts preparation
- Audit of the Teacher's Pension Scheme

6. Opening of a new academy bank account

- Internet banking
- Credit card
- Named contact
- Telephone helpdesk

7. Legal Support

- Access to a team of specialist solicitors for a complete range of legal support on an unlimited number of matters, up to two hours per matter

8. Health & Safety

- A library of example risk assessments and policies
- Accident and incident investigation support
- Accident electronic notification system
- Advice and guidance of specific queries
- Advice on person-specific risk assessment in order to fulfil Health and Safety, Fire Safety, Equality Act

- Advice and guidance on the implementation of staff questionnaires and consultation, supporting the Health and Safety Executive's Management Standards for staff wellbeing and effectiveness
- Signposting of Radon requirements to the HPE (as best value organisation)
- Membership of CLEAPSS
- Storage for all your documents, minutes and policies

9. Educational Visits Service

- Endorsement of Category C visits by an independent Outdoor Education Advisor, recognised by the Outdoor Education Advisors Panel
- Access to an electronic notification system, and library information for risk assessments and news
- Uploading of all category visits on a "one page" electronic form
- Control of how much or little to implement a whole academy approach to visits
- Advice and guidance (phone, email or website)
- Storage for all your documents, minutes and policies
- Reduced price training

10. Group procurement

- PDET academies will be able to purchase services that benefit from group procurement. This currently includes a PDET package for insurance, the SIMS Financial Management System, a catering contract and an academy website. The services are likely to be extended in the future (the services themselves are not covered by the 5%, but the discounts offered due to group procurement are).

11. Business Critical Service

- Professional support throughout the incident, including emotional well-being of staff and pupils
- Contacting relevant contractors for the academy, to aid the recovery process
- Researched and completion of the business continuity plan
- Access to an online reporting tool for all emergencies
- Library of information to support critical incidents
- Storage for all academy documents, minutes and policies
- Reduced price training

12. Governor Document Service

- Storage for all academy documents, minutes and policies
- Governor audit trail to ratify policies online
- Governor discussion forum and latest news items
- Access to over 200 example policies

13. Membership of the Fairfield Teaching School Alliance

- All of the current benefits of the Alliance Prospectus membership, including exclusive training and academy to academy support activities
- 6 monthly meeting to gauge take-up and satisfaction.

- Academies are encouraged to request and commission additional support and training which may not be in their prospectus, on the understanding that there may be additional cost.
- Reduced price training

14. Payment of Union Facilities Time

- PDET currently pays Union Facilities Time to enable unions to offer members representation during the working day

15. Safeguarding support

- Academies have access to a safeguarding consultant for support with an unlimited number of queries

16. The organisation of a range of staff training opportunities for teaching and support staff

- This has included TEEP training, bursar training and joint INSET

17. The Peterborough Diocese Gold Service Level Agreement

This includes:

- Diocesan School consultant – 3 half day visits per year
- Headteachers' Briefings/Staff Curriculum development training – 3 times a year
- Deputy Headteacher interview support
- Officer support for one LGB meeting per year (when requested)
- Bespoke academy projects (2 days free of charge)
- Spirituality Conference (RE and CW coordinators)
- Governor training programme
- Termly RE meetings
- Access to protected area of the website resources section
- Foundation Governor