

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. Additional academy improvement support

- Teaching & Learning consultancy
- SEND support:
 - SEND consultant
 - Social, emotional, mental health & behaviour and attendance support
- Headteacher development days
- Suite of academy improvement documents
- Standardised academy improvement plan and summary SEF
- Standardised assessment systems

3. 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

4. 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

5. 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

6. 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

7. Opening of a new academy bank account

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

8. 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

9. 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

10. 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

11. Group procurement

- PDET academies will be able to purchase services that benefit from group procurement. This currently includes a PDET package for insurance, the PSF Financial Management System, a catering contract and gas/electricity. 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).

12. 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

13. 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

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

- Diocesan School consultant – 3 half day visits per year
- Headteachers' conference/development training – 3 times a year
- Deputy Headteacher interview support (when requested)
- 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

18. Access to enrichment activities

In 2018/19 our academies will take part in:

- Going for Gold sports day at Spratton Hall for children in years 2, 3 and 4
- Faith Roadshow at Kettering Conference Centre for children in year 4
- Maths enrichment day at Wicksteed Park for children in year 5
- Reflection day at Peterborough Cathedral for children in year 6

19. Membership of the Christian Supply Chain Buying Group

Christian Supply Chain Buying Group uses the combined purchasing power of their member organisations to leverage suppliers for the best possible prices on a large range of quality products and services.

20. GDPR support

- Access to PDET's nominated Data Protection Officer (DPO)
- Advice in the event of a data breach
- Advice on Subject Access Requests
- GDPR model policies
- Model privacy notices
- Model Data Processing Agreement

21. Admissions support

- Model policy and guidance notes
- Support with consultation and determination
- Support with applying criteria
- Support with appeals