

FLYING HIGH TRUST: CORE SERVICES 2015-16

Schools within the Flying High Trust all receive the core services listed below as standard. The cost of the offer for 2015/16 has been agreed by the Board of Directors as 4.5% of the total General Annual Grant (GAG) allocation for each school. This amount will be deducted from the monthly GAG transfer that each school received from the Trust.

Additional support over and above the core services listed below can be accessed through a bespoke school improvement / services offer but will be subject to additional charges.

The core and the bespoke school improvement / services offer will subject to an annual review.

Action	Time Frame	Responsibility
<p>1. Head teacher Performance Management</p> <ul style="list-style-type: none"> • Preparation • Review of targets • Setting new targets • Termly monitoring success 	Autumn 2	CEO
<p>2. School Improvement Support</p> <p>In accordance with the Trust School Improvement Strategy, a core support offer of 6 visits per year (1 each ½ term) focusing on the following:</p> <ul style="list-style-type: none"> • Data discussion • Individual school development / improvement plan • Opportunity to moderate action / impact of development priorities • Discussion regarding staffing • Termly focus on behaviour / attendance / safeguarding and achievement / progress of vulnerable groups <p>All schools will also have an annual 2 day health check / quality assurance visit based on agreed protocols</p>	<p>Termly</p> <p>Spring term</p>	<p>DSI&QA</p> <p>DSI&QA</p>
<p>3. Annual residential Leadership conference for SLT</p> <ul style="list-style-type: none"> • Residential 2 day conference • Key note speakers • Workshops • Shared /challenged opportunity to create SIP • 2 staff per school funded through core services 	Autumn 1	DTS&R
<p>4. Strategic Heads Development Group</p> <ul style="list-style-type: none"> • Chaired by CEO • Input from all Trust Central Leadership team • Meet twice per half term (10 meeting p.a.) 	Half termly	CEO
<p>5. Trust Strategic Vision Development away day</p>	Summer 2	CEO

12. Premises /Estate Management / Health & Safety <ul style="list-style-type: none"> Estate management strategy Annual compliance review Termly Site Management network / development group Emergency procedures / incident support 	On-going	PM
13. PR / Marketing support <ul style="list-style-type: none"> Up to 20 hours support provided through Trust PR provider 	As required	Outsourced
14. Talent Management Bespoke support for <ul style="list-style-type: none"> Job description Advertising and marketing Identification and talent management Crisis recruitment support 	As required	CEO
15. Annual membership of the CCL Teaching School Alliance Membership fee banded on size of school: <ul style="list-style-type: none"> <100 pupils 101 – 200 pupils 201 – 350 pupils 350+ pupils 	Annual	DTS&R
16. Joint Inset day <ul style="list-style-type: none"> 1 per year Based on collective school improvement issues 	Spring 2	DTS&R
17. School Enrichment <ul style="list-style-type: none"> Youth parliament Awards ceremony Sporting opportunities Flying High gateway 	On-going	DTS&R
18. FHT Information Management <ul style="list-style-type: none"> Support and management of FHT ICT Systems, including finance, asset management, FHT intranet and the logging of related issues Annual Health Check of ICT Systems, ensuring existing provision meets baseline requirements and provision of essential & desirable recommendations Annual review of Information Security Practices and data protection procedures, in line with the changing landscape Access to the termly FHT ICT Network meeting for the identified ICT Lead, Consultancy & procurement support, using FHT economies of scale and established network of educational suppliers Supporting the Head in developing an ICT vision and development plan for their school Development of a strategy & specification to implement the school's vision 	On-going	TISM

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Key

CEO	Chief Executive Officer
DSI&QA	Director of School Improvement and Quality Assurance
DBF	Director of Business and Finance
DTS&R	Director of Teaching School and Resources
PM	Project Manager
TESM	Trust Extended Schools Manager
TISM	Trust ICT Systems Manger
TCT	Trust Central Team