

The Corporate Support Fee – From September 2021

A multi-academy trust provides a structured opportunity for academies to work together in a partnership under the corporate governance of a board of trustees who are accountable to the Secretary of State.

Funding for the Central Trust's services comes from a Corporate Support Fee. At the Board meeting summer 21 it was agreed that this should remain at 5.5% of individual academies' General Annual Grant for 2021-22. Below is the breakdown of what services are provided from this 5.5%. Please note this is based on 5.5% of the GAG Funding Statement and nursery income which does not include Recovery Premium, Pupil Premium, Sports Premium, SEN, Early Years or other non-GAG funding. Our aim is for academies to retain as much of their budget as possible for the education of our children.

1	Academy Improvement
Academy improvement challenge	<ul style="list-style-type: none"> Each academy within the Trust will be provided with twice yearly challenge Partnership Visits. Additionally, the amount of challenge will be determined by a range of factors, e.g. the Trust's Academy RAG rating; changes of leadership; concerns about leadership; quality of teaching and learning; success in terms of pupil outcomes; changes in context, etc. This challenge role will include challenge for academy leaders and governors. If appropriate, the Chief Executive, Deputy CEO/Academy Improvement Partner and Director of Teaching and Learning will provide a written Note of Visit/summary of outcomes for leaders/ governors.
Academy improvement support	<ul style="list-style-type: none"> Bespoke support, advice and training from the Chief Executive, Chief Finance officer and Business Manager.
Confederation of School Trusts	<ul style="list-style-type: none"> Head will receive CST's updates which provide summary reports and updates of the most recent changes in guidance from the DfE, Ofsted and other national agencies.
Curriculum and Pedagogy	<ul style="list-style-type: none"> In line with the principles of the Curriculum Statement, the Trust provides support with curriculum and pedagogy development bespoke to the needs of each school community.
Leadership Matters	<ul style="list-style-type: none"> Schools all receive access to the Leadership matters site with full access to training materials.
Leadership Development	<ul style="list-style-type: none"> The Trust signposts leadership development programmes to the academies from a variety of sources including the Teaching School Hub.

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	<ul style="list-style-type: none"> The Trust provides a variety of development through Leaders Forums and bespoke leadership development as needed.
Leadership support	<ul style="list-style-type: none"> Ongoing bespoke leadership support to deal with issues which arise from time to time, including support with improving teaching and learning, HR procedures, restructures, complaints, dilemmas, everyday issues, third party support, financial training, etc.
Early Careers Induction Programme	<ul style="list-style-type: none"> All newly appointed Early Career Teachers will attend an induction day and meet their mentors. From September 2021, the Trust will lead development for all Early Career Teachers in line with the Early Career Framework. This will consist of three input sessions per half-term and self-study materials. In the second year of the programme, Early Career Teachers will continue to benefit from content delivery and self-study materials and be supported to undertake research in their own academies. ECT Mentors will be supported and developed as part of the programme. <p>Provided through one Cornwall teaching school core program</p>
Ofsted support	<ul style="list-style-type: none"> Support will be given to each academy before an inspection in terms of self-evaluation and documentation support Support will be given to an academy from the initial call and throughout the inspection, including attendance at meetings with inspectors during inspection and at post-inspection feedback meeting Support will be given in the event of an appeal.
Policy development	<ul style="list-style-type: none"> The Trust will develop and update all policies which are held centrally. This system is in place to prevent each academy having to re-invent policies for their schools which are largely based on either statutory or national requirements. All Trust policies will be distributed and made available on the SharePoint system.
Professional Development Forums	<ul style="list-style-type: none"> The Trust facilitates and funds a wide range of high-quality leader forums for subject/area leads.
Pupil Premium	<ul style="list-style-type: none"> The Trust undertakes a review of the impact of PP as part of the Education Reviews.

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Pupil Projects	<ul style="list-style-type: none"> The Trust organises and funds pupil projects including the costs of venues and coach hire for all academies to specific events to be decided each year.
Research	<ul style="list-style-type: none"> The Trust will provide access for teachers who are not on ECT Framework or NPQs to work towards a certificate in Evidence Based Practice through the Chartered College of Teaching.
Self-evaluation support	<ul style="list-style-type: none"> Academies within Rainbow will be provided with support to enable ongoing self-evaluation linked to producing the academy self-evaluation statement.
Student links	<ul style="list-style-type: none"> The Trust has links with University of Plymouth and SCITT.
Teaching and Learning	<ul style="list-style-type: none"> Each academy has an annual Education Review including a written summary of outcomes for leaders and governors provided by an external SIP. Bespoke support is provided with developing teaching and learning and intervening with support plans if necessary. Challenge partner visits to ensure challenge and support for the school with ongoing school improvement.
2	Administration
Administration for the academy	<ul style="list-style-type: none"> Main point of contact for information regarding policies, updates, complaints, etc.
Email	<ul style="list-style-type: none"> Provision of one email address for each member of staff and each governor with the format: Initial.surname@rainbowacademy.org.uk Staff and governors can use this account provided they have read and signed the Acceptable Use Policy. All users should be aware that the accounts can be monitored at any time and will be suspended should there be any allegation made against an individual. Email log in details and history will be provided to the police or other law enforcement agency should the need arise.
Newsletter	<ul style="list-style-type: none"> The Trust will receive a bi-annual Newsletter to all academies and governors enabling all stakeholders to keep abreast of latest news, developments and sharing of effective practice.
Policies developed centrally	<ul style="list-style-type: none"> Policies in place for all areas linked to: <ul style="list-style-type: none"> Education/school improvement Finance

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	<ul style="list-style-type: none"> • HR and personnel management • Health and safety • Operations • Safeguarding • Emergency procedures • Every system
Refreshments	<ul style="list-style-type: none"> • The Trust provides refreshments at all face-to-face forums.
Social Media	<ul style="list-style-type: none"> • The Trust provides advice, guidance, security and policy development.
3	Estates
Building Compliance	<ul style="list-style-type: none"> • The Trust undertakes Building Compliance checks including updates on the Every system. • In 2021-22 the Trust will undertake Site Health and Safety Audits, action plans will be compiled for the school.
4	Finance
Budgeting system software	<ul style="list-style-type: none"> • Access to a web-based financial planning system. • Access to the online helpdesk. • Producing the consolidated position for the Trust.
Pension Reporting in the Financial Statements	<ul style="list-style-type: none"> • Ordering of the FRS102 Pension Reports from the pension schemes. • Payment of the FRS102 Pension Reports.
Finance returns	<p>On behalf of the academy the Finance Team will:</p> <ul style="list-style-type: none"> • Complete and return the Financial Statements, Internal Scrutiny Report and Auditor's management letter to the ESFA. • Complete and return the ESFA Budget Forecast Return Outturn (BFRO). • Complete and return the ESFA Budget Forecast Return (BFR). • Complete and return the ESFA Annual Accounts Return (AAR). • Arrange for the submission of the Annual Accounts to Companies House. • Complete and submit the ESFA Land and Buildings Collection Tool. • Complete and return the annual Corporation Tax Return. • Complete and return the monthly HMRC VAT Return. • Complete and return the Gender Pay Gap Report. • Complete and return the Supplier Payments Practices Report biannually.

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<p>Finance support</p>	<ul style="list-style-type: none"> • Ongoing support with ensuring that academy finances are handled effectively in line with the ESFA Academies Financial Handbook. This includes: <ul style="list-style-type: none"> ○ Providing high quality financial management information to support effective decision making. ○ Providing advice and guidance on accounting policies and procedures of the Trust. ○ Supporting academies to produce income and expenditure budgets and long-term financial plans. ○ Ensuring that finance information provided to local governing bodies and the Trustees is timely and clearly presented. ○ Working with academies to implement effective internal controls in accordance with the Finance Handbook. ○ Coordinate the year end process including the annual audit. ○ Providing additional training on financial systems for new academies and new Principals if required.
<p>Finance system 'PS Financials'</p>	<ul style="list-style-type: none"> • Providing user licences where required. • Annual software support & maintenance costs per licensed user. • Identifying and co-ordinating upgrades, including user acceptance testing. • Web purchasing. • Web hosting fee.
<p>'Lloyds Commercial Banking' support</p>	<ul style="list-style-type: none"> • The Trust provides support with BACS processing and Lloyds Commercial Banking administration.
<p>Procurement</p>	<ul style="list-style-type: none"> • Providing and managing strategic Trust-wide, cluster and individual academy procurement projects including tenders on strategic projects.
<p>Conditions improvement fund (CIF)</p>	<ul style="list-style-type: none"> • The Trust provides the coordination and application for the fund in accordance with the agreed policy.
<p>Targeted additional financial support (subject to affordability)</p>	<ul style="list-style-type: none"> • The Trust may provide targeted additional financial support to academies in extremely challenging circumstances, e.g. Special Measures, Requires Improvement, coasting schools, low reserves.
<p>5</p>	<p>Governance</p>
<p>Governance</p>	<p>Access to newly appointed Trust Governance Professional to support in the following</p>

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	<ul style="list-style-type: none"> • Ongoing support for governors, especially Chair, in terms of ensuring that the local governing board meets the requirements of the Governance Handbook. • Supporting governors with discharging their delegated duties, e.g. complaints, disciplinary hearings, challenging academy leaders, etc. • Planned termly Governors' Forums to enable the development of governors and the sharing of best practice. • Planned training for local governors in relation to academy improvement and changing requirements for governors. • Support with finding new governors. • Monitoring timeline and framework to support Governors visits into school
Training	<ul style="list-style-type: none"> • The Trust provides access to the Diocese comprehensive training programme for governors and trustees.
6	Human Resources and Organisational Development
Capability and disciplinary issues	<ul style="list-style-type: none"> • Support for dealing with these issues will be provided by the external HR contractor. However, Rainbow will support Heads in making the decision as to whether to proceed with a procedure and provide any additional support necessary throughout the process. • Rainbow will be represented at any formal meetings required as part of the process, up to and including appeal hearings.
HR support (Trust)	<ul style="list-style-type: none"> • The Trust provides the full complement of HR services including instant phone support from NEO.
Organisational development	<ul style="list-style-type: none"> • Support with organisational structures and restructures. • Developing strong organisational cultures and values. • Staff engagement.
Recruitment	<ul style="list-style-type: none"> • Recruitment of most staff sits at a local level in terms of responsibility. The Trust will provide the standard template documentation to be used throughout any recruitment process to ensure (i) compliance with statutory and best practice employment guidelines; and (ii) ensure compliance with equality legislation and best practice guidelines. • The Trust will take the lead on appointment procedures for the appointment of the Head in order to ensure that the process meets all requirements. This will include:

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	<ul style="list-style-type: none"> ○ Advert design ○ Short listing ○ Recruitment assessments ○ Contract negotiations ○ Feedback to candidates ○ References, DBS and other checks <ul style="list-style-type: none"> ● The Business Manager will run the recruitment process of all new employees to ensure safer recruitment and all checks etc are in place prior to onboarding
Occupational Health scheme	<ul style="list-style-type: none"> ● Provides a comprehensive occupational health service to all staff, including OH referrals, counselling, physio.
Neo Payroll	<ul style="list-style-type: none"> ● The Trust contracts 'Neo to provide a comprehensive payroll and pensions service. ● 'Neo' also provide a telephone HR advice and support service.
7	Operations
COVID-19	<ul style="list-style-type: none"> ● The Trust will lead all work required to ensure our academies are closely monitoring the impact of Coronavirus (COVID – 19). ● We will continue to follow the guidance of the Department of Education, the Government and Public Health England in order to protect our children and staff.
Digital Technology	<ul style="list-style-type: none"> ● The Trust is developing a Digital Technology Strategy and a group who will work to develop the Trust wide strategy and support all staff in the effective use of Microsoft 365 and other technologies to support workload and teaching and learning. ● The Trust provides Microsoft 365 support and administration through ICT4.
Freedom of Information Requests	<ul style="list-style-type: none"> ● The Trust deals with any Freedom of Information Requests.
Information Governance	<ul style="list-style-type: none"> ● The Trust provides access to a Data Protection Consultant and advice an expertise on Subject Access Requests, DIPAs, etc.
IT systems	<ul style="list-style-type: none"> ● The Trust provides access for all staff to the Microsoft SharePoint system.
Legal support	<ul style="list-style-type: none"> ● The Trust has access to our lawyers Wolferstans to support schools in dealing with a range of complex issues, e.g. building, parents, staffing issues.

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Management Information System	<ul style="list-style-type: none"> The Trust has a common Management Information System SIMS which enables us to benchmark pupil and staff information across all academies.
Office procedures for the academy	<ul style="list-style-type: none"> Advice and support to ensure good practice and compliance.
Organisational efficiency	<ul style="list-style-type: none"> Support with identifying organisational efficiencies, e.g. catering, energy. The Trust has access to tendering experts, e.g. catering and cleaning.
8	Safeguarding
Safeguarding Reviews	<ul style="list-style-type: none"> The Trust undertakes an annual Safeguarding Review in academies, provides bespoke support and access to a Safeguarding Consultant.
Safeguarding training	<ul style="list-style-type: none"> The Trust provides bespoke support/training for Designated Safeguarding Leaders and access to a Safeguarding Consultant.
9	Staffing
	<p>The Trust Central Team employs:</p> <ul style="list-style-type: none"> a Chief Executive a Chief Financial Officer a Business manager an estates manager