

SLT Report – Admin & Facilities

Strengths	<ul style="list-style-type: none"> • Premises which are fit for purpose (accessible, welcoming and conducive to learning & play) • Efficient and effective administering of the September 2015 intake for Nursery and Reception.
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Action	Outcome / Impact
Currently developing an online asset management system and arranged for the tagging of items, which will take place over the Summer holidays.	<p>A user-friendly asset tracking system which can be analysed and manipulated to produce relevant information.</p> <p>An efficient way of checking where each item is held.</p> <p>Lost items can be relocated</p> <p>Avoids purchasing items which we already have in school.</p> <p>Conforms with insurance requirements.</p> <p>Training to take place on 9th July 2015.</p>
Organised and arranged the logistics for the removal of furniture and resources to take place on the last day of term.	<p>Carried out in the quickest, most effective and cheapest way.</p> <p>All furniture moved to the correct room.</p> <p>Ensures classrooms can be set-up ahead of the children arriving back in September.</p> <p>To take place on 14th July (Year 1) and 17th July (all other year groups)</p>
Managed the transition from one joint reception / school office to a separate reception and school office.	<p>Receptionist and Admin Officer both aware of their responsibilities.</p> <p>Front-of-house and admin functions of the school operate effectively.</p>
Developed electronic recording and tracking system for essential staff training.	<p>Training is arranged and completed when required.</p> <p>Efficient system for checking who has completed what training and when it is due for renewal.</p> <p>All staff remain legally compliant.</p>
Oversaw the administering of the September 2015 intakes for Nursery and Reception.	<p>Every child who wants to come to Bridgewater has been given a place.</p> <p>Parents / carers have been provided with all relevant information.</p> <p>All required forms completed (application, Free School Meal and Universal Infant Free School Meal).</p> <p>Funding maximised.</p>
Arranged a health & safety and fire risk assessment following the completion of the refurbishment and the opening of the extension.	<p>Undertaken end of May 2015.</p> <p>Health & safety and fire assessment for the new extension has been signed off.</p> <p>Some discrepancies found in relation to the refurbishment. This is currently being investigated by the Local Authority and discussed with McAlpine where necessary.</p>
Alongside Head and Facilities Manager, relentlessly pursued the snagging jobs which needed to be completed in relation to the building work.	<p>The majority of these jobs have now been completed (3rd July 2015). We have been provided with dates for the remaining outstanding jobs. A full update was provided in the Finance, Premises and Staffing Committee meeting on 3rd July 2015.</p>

SLT Report – Admin & Facilities

<p>Arranged for an access audit of the school to take place following the building work, new access paths and new signage.</p>	<p>To be undertaken on 10th July 2015. Action plan to be addressed Autumn term 2015.</p>
<p>Alongside Head and Facilities Manager, an audit of the site was undertaken in relation to signs.</p>	<p>New signs installed, some signs relocated and other signs removed.</p>
<p>Organised for additional work to take place, which fell outside of the scope of the building works. Horticulture related, ICT, painting & decorating, flooring, display boards, additional furniture.</p>	<p>Display boards purchased, backed in natural hessian and fitted. Painting underway and to be completed during early part of Summer holidays. Flooring to be laid during the early part of the Summer holidays. The whole of the building (internal & external) brought up to a standard similar to the new 2015 extension. Additional furniture has arrived. Projectors and smartboards to be repositioned during the Summer holidays. Classrooms set up for effective teaching and learning. Disappointing response from Newcastle City Council re the horticultural work we would like undertaken. A different company has been approached.</p>
<p>Undertook the induction and hand-over with the Trust Officer.</p>	<p>A smooth transition of duties from interim Trust Officer to current Trust Officer. Trust Officer fully up-to-date with Trust related proceedings. All paperwork and correspondence provided to ensure the legal ratification of decisions at the first Board Meeting on 6th July 2015.</p>
<p>Liaised with the Ecology Officer from Newcastle City Council with regards to the state with which the Secret Wildlife Garden was left.</p>	<p>Currently with the Ecology Officer who is liaising with McAlpine and Newcastle City Council's build project link.</p>
<p>Sought and secured donations for our Summer activities.</p>	<p>£450 cash donations to date. Further requests submitted. Secured daily food donation from Greggs, worth about £50 per day to feed the children attending the Summer activities. Donations also given to identified families. Items (aftershave / make-up etc) donated by Proctor & Gamble for a tombola / raffle to raise further funds. To take place Autumn term 2015.</p>
<p>Held and organised a funder visit for Beachcroft & Greggs.</p>	<p>Demonstrates to them how their grant is being spent and the impact it is having. They could observe, participate and talk with the children and staff. Funding to continue in academic year 15/16.</p>
<p>Obtained a quote for Winter Maintenance Services.</p>	<p>GRITIT can provide us with an ad-hoc pedestrian snow clearance & gritting service for approximately £150 per visit. There to support Andy and to act in extreme circumstances.</p>

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Attended Schools North East School Business Manager Conference	Keynote speakers - Kept abreast of all current and future changes relevant to my role, Bridgewater and the wider landscape. Workshops – increased knowledge in the areas of collaborative working, premises management and joint procurement / funding bids. Exhibition – sampled products which could benefit both the running of the school (electronic sign-in) and teaching & learning (Touchscreen). The former is for the future. The latter has been discussed in SLT with demonstrations to follow in September.
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Priorities for 15/16

- To ensure the effective provision of lunchtime school meals. Sufficient resourcing of staff and the timetabling of sittings (Sept 15). The purchase and installation of additional equipment required for the further increase in numbers the following year (Sept 16). A confirmed plan to be in place by Christmas 15.
- To source suitable funding to continue the psychotherapy services for families (children and adults). By October half-term.
- Develop my role as Line Manager of the Trust Officer. By October half-term.

Adam Beechey
6th July 2015