

SLT Report – Admin & Facilities

Strengths	<ul style="list-style-type: none"> • Always responsive to the needs of the whole school. • High standards of cleaning and facilities maintenance.
------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Action	Outcome / Impact
Compiled and submitted supporting letter for Scotswood Natural Community Garden grant for environmental school project. Letter sent on 4 th November 2015.	The bid goes to panel on 17 th December 2015. If awarded: Free environmental / garden sessions to be delivered to the children. Free visits to Scotswood Natural Community Garden. Children to learn about the rich variety of flora and fauna and become wildlife experts.
Researched current available CCTV systems; obtained quotes for upgraded system; actioned installation.	A more effective system to be installed in the Spring Term. Increased coverage of the site for crime prevention. Improved images for crime detection. Police belief that it will reduce crime, specifically theft.
Along with Family Support Worker and Kalmer Counselling Director, therapy pilot project evaluation report compiled and submitted to Ballinger Trust on 23 rd October. A proposal and application for future funding to enable the intervention work to continue compiled and submitted on 13 th November 2015.	Funding of £11,960 requested to enable the continuation of this valuable counselling service for children and their families. Separate report attached outlining the impact of this work.
New children added to the 0-5 tracker. Information updated for those children who were on the tracker last year. Baselines entered for all 0-5 learners.	A fully up-to-date, accurate tracker by 4 th November 2015. Reports can be run to enable the data to be analysed. Strengths identified. Learners / groups of learners not making satisfactory progress can be identified and the required intervention put in place.
Created Intervention trackers for each Year Group and subject monitoring trackers for all required subjects.	Completed 4 th November 2015. One central place for recording and identifying the intervention strategies being applied either to the whole class or individual children. Can be effectively used in Pupil Progress Meetings to aid decisions, which ensure everything is being done to remove any barriers to learning, ensure all children are making at least required and achieving what they are capable of.
Completed and submitted annual Schools Financial Value Standard (SFVS) report. Shared with the Finance, Staffing & Premises Committee by email on 2 nd November 2015 and discussed at the committee meeting on 27 th November 2015.	Submitted 15 th December 2015. Legal requirement met. An effective way of keeping Governors updated regarding a number of key / legal finance, staffing & premises actions.
Attended Pay Review Committee on 22 nd	Legal requirements met.

SLT Report – Admin & Facilities

<p>October 2015 and actioned the decisions made.</p>	<p>Decisions recorded on necessary spreadsheet for Payroll. Staff paid on the correct grade.</p>
<p>Attended and contributed to half-termly Attendance meeting on 20th October and 7th December 2015.</p>	<p>Familiarisation of the issues impacting on the attendance of all children who have attended under 95% of available sessions. Barriers to attendance for each of these children discussed and appropriate actions put in place. Attendance has risen from 95.6% (end of September) to 96.6% (mid December)</p>
<p>Researched touchscreens for the classrooms and arranged demos of the two most popular / highly rated models – CleverTouch and C-Touch.</p>	<p>Business Manager and IT Co-ordinator received a full demonstration of both screens. As a result they were aware of the features available with both solutions. Proposal for the purchase of 3 Touchscreens in the new financial year. Aids classroom teaching & learning as the features available are greater than those available with the existing smartboards. Reduced energy use. Reduced running costs.</p>
<p>Undertook performance appraisals throughout October 2015 for staff in the following areas – admin, facilities, midday assistants and Trust Officer.</p>	<p>Staff are clear about their performance in the previous 12 months. Ensures all objectives from the previous 12 months are met. Identifies meaningful and required objectives for the coming year.</p>
<p>Reviewed risk assessments under my responsibility and ensured all other risk assessments were reviewed throughout October and November 2015. New risk assessments created.</p>	<p>Review of existing risk assessments completed, ensuring users are aware of risks associated with specific areas and activities and what actions to take to avoid any accidents. New risk assessments created for the following: lifts, stage, shutters, gym apparatus and sand & water feature. This ensures the appropriate vigilance at all times.</p>
<p>Evacuation drills undertaken in October 2015.</p>	<p>All staff and children familiar with new exit routes. Building evacuated within 2 minutes. Daily procedures altered and implemented to ensure the checks that everybody is out of the building are able to be undertaken within 2 minutes.</p>
<p>Arranged further work with Mr Paintbrush to decorate the remaining areas (Gym and 2 stairwells) which were not included in the recent refurbishment project.</p>	<p>Areas decorated during the October half-term. Remaining areas of the school brought up to the same standard as those areas which had previously been refurbished.</p>
<p>Analysed Access Audit. Completed all recommendations which could be actioned immediately. Met and discussed the audit with the Headteacher and Facilities Manager.</p>	<p>Legal requirements met or passed to the City Council / McAlpine on 30th September 2015 for their interpretation.</p>
<p>Liaised with Facilities Services and other</p>	<p>An adequate dinner service to meet the</p>

SLT Report – Admin & Facilities

external companies throughout the Autumn Term regarding proposals for our kitchens and school dinner service.	demands we will face in September 2016. Ability to effectively cater for all children.
Continued relationship with community links.	Offered one of a limited number of visits to see the iconic 'Christmas Coke Truck. Took place on 26 th November. Carol singing for school funds arranged at Tesco (15 th Dec) and Asda (18 th Dec). Carol singing for the benefit of the residents arranged at Welford Day Centre (16 th Dec).
Undertook data cleansing exercise within SIMS. Data Capture forms issued to all parents / carers for them to check the information we hold about their child.	Data for held for children up-to-date and correct. Particularly important: Telephone numbers for contact, purposes. Post codes for grant applications. Mode of travel for censuses. Medical details for the child's wellbeing.
Additional IT Support arranged. Increased from half-a-day-a-week to 2 half days per week.	Coverage now across the week so improved response times. Less time between visits and also double the capacity, which supports teaching and learning more effectively.
Attended SBM Trust meetings (29 th October and 25 th November) and addressed joint procurement, service quality and Trust identity.	Discount with Thomas Owen achieved. Service expectations discussed with Hillstar with improvement achievement. Specifically with regards response times and communication. Quality and cost have never been an issue.
Involved with Newcastle City Council's evaluation of 'Cash Collections in Schools'. Meeting attended on 6 th October 2015.	Ensured our position and approach was highlighted and stressed regarding cashless schools. Aim to protect the interests of our parents.
Arranged Critical Incident training for all staff and Governors.	Staff training completed on 7 th October 2015. Governor training completed on 17 th November 2015. Those present have an awareness of the documentation and procedures which exist, as well as an appreciation of the types of events which could potentially occur.
Completed Department for Education procurement training on 7 th October 2015.	Advice, skills and contacts obtained for future procurement as a Trust. Initial work already taken place but more significant work to be undertaken during the Spring term.
Completed Insurance training by Zurich on 14 th October 2015.	Ensured we are legally compliant in everything we do relating to the risk assessments that must be in place and the checks that must be undertaken
Attended a First Aid briefing by Blue Tiger on 15 th October 2015 relating to the legal requirements in schools.	Ensured we are legally compliant in everything we do within and outside of school.
Attended the HR Conference in September 2015.	Changes reported to and decisions made by the Governs at the Finance, Staff & Premises committee on Friday 23 rd October 2015.

SLT Report – Admin & Facilities

Met with the new Director of North Tyne West Development Company on 12 th November 2015.	Secured involvement of our children in projects taking place in the ‘community’ areas of The Rise development. Assists us in attempting to merge the existing and new communities. Work undertaken, at no cost, by their workers to improve drainage on the path running next to the blue soft surface. Path previously unusable at times.
Met with the Director of Pearson Engineering (Reece Foundation) on 4 th December 2015.	Offer of site visits; talks during Enterprise Week; and half day Engineering workshops.
Broadwood School – Provided budget support to the acting SBM and Head (September to November 2015).	Identified areas of expenditure which had unusually high or low budgets allocated. Ensured all budgets were transparent with staff being able to justify what the money has been allocated for and why. Spend could be made in the areas required and savings made in budgets which were unnecessarily high. Staffing pay, contracts and duties fair for all staff.
Broadwood School – Along with Broadwood’s Acting Head and Chair of Governors, completed the recruitment and appointment of a School Business Manager.	SBM recruited and in place. This should strengthen the SLT of the school, delivering improvements in a number of areas, ultimately (and most importantly) improving outcomes for the children.
Broadwood School – Supported and advised with the TUPE transfer of facilities staff from Newcastle City Council to Broadwood.	Cost savings. Greater control over the staff. Facilities staff feeling part of the school. Purchase of new equipment.
Broadwood school – Low level support with the sourcing and installation of a CCTV system, as well as low level support with their SFVS.	Legal requirement met. All Governors (particularly new Governors) effectively informed of a number of key / legal finance, staffing & premises actions and reassured that everything that needs to be done is being undertaken.

Total Time Dedicated to Broadwood = 6 days

This includes time spent on the items mentioned above plus the induction & support of the newly appointed SBM (other areas covered include telephone systems; the School Improvement Plan; out-of-hours provision; and licences)

Adam Beechey
9th December 2015