



Mater Christi Offer March 2023



Mater Christi Offer

Our offer is developing as we grow. The support offered to our schools goes beyond the following areas and is constant and responsive. Some schools have additional support or have a bespoke offer, dependent on need.

Finance

- The Trust has a Central Finance Team which supports all our schools. The Central Finance Team provide a central financial function which is agreed with Heads and Chairs of LGB. Each of our schools have different needs and staffing so Financial support is tailored to each school.
- Our Business Managers meet virtually once per month.
- Our Finance Staff meet virtually bi monthly.
- Our schools receive monthly management accounts with commentary which are prepared by the Business Managers for our Heads and their LGBs .
- To support our schools, all ESFA returns are completed centrally.

School Improvement

- The Trust has three School Improvement Partners (current Headteachers but not all from the Trust) who work with and support our Primary Heads on agreed priorities. Each School Improvement Partner works with three schools. Visits are currently every three weeks. School Improvement work is tailored to need and is a partnership approach with the Head, staff and School Improvement Partner. (Secondary schools have their own arrangements as do two of our Primaries.) The Trust will appoint a Director of Primary to continue this work from September. The proposed model for September is at the end of this document.
- The Trust will engage other school support and/ or training when a need is highlighted and has a contingency budget for this purpose.
- In Spring 2 and Summer Term, all Primaries will have an Early Years Review and follow up support with their priorities.
- The CEO produces a monthly Report to Heads on progress on our Development Plan and other news and a Virtual Heads' meeting is held to discuss and debate the headlines.
- Our Heads meet face to face once per term in changing locations around the Mater Christi area (Cumbria and North Lancashire) for training and catch up.
- Our Secondary Heads have a weekly virtual catch up. Secondary Heads have access to a school improvement budget for their consultant and other school improvement work.
- Our CEO visits Heads each half term to discuss the school's progress on their development plans and any emerging priorities.
- The COO will visit termly to focus and collaborate on finances, structures, HR processes and staff absence.

Annual Support:

- an annual **Safeguarding Review Audit with report for Governors.**
- an annual **Section 48 Progress Visit from our Director of Catholic Ethos (JH)**
- an annual **Website Review and report**



Other Support

- The Trust has a Safeguarding Lead who will be taking up post in March 23 to support Safeguarding in our schools.
- The Trust has an Attendance Administrator to support schools with the Trust Attendance Strategy. This postholder will be beginning in March 23.
- The Trust has engaged an IT lead to undertake a Network and IT Review of our schools.
- **The CEO undertakes the Performance Management** of our Headteachers
- The Trust has Virtual Groups: SENCO, DSL, and Attendance Leads who meet termly to share and develop best practice.
- The Trust has a training strategy: Mater Christi Workforce Development Training Calendar which was launched February 2023 – more details to follow.
- Our Heads have agreed to offer five half days per year to the Trust school improvement strategy to support train / coach colleagues, see Workforce Development paper.

Attendance

Once schools are onboarded to Arbor, the Trust produces comprehensive bespoke Attendance Trackers for each school every two weeks. All schools operate under one Attendance Protocol. All schools have an Attendance Lead to support their absence interventions. Termly attendance data is shared across the schools with a Trust and Arbor national for comparison.

GDPR

- The Trust has employed Veritau as the **Trust GDPR** consultants. Veritau provide advice, training, template documentation and DPO responsibilities, with support and guidance for FOI requests and SAR.

HR

- Our Payroll is delivered by NYCC.
- The Trust has a vacancy for Director of HR.
- The Trust has an HR Administrator who provides an HR **Recruitment** service for support with any aspect of recruitment, absence management etc.
- The Trust holds a termly Virtual **HR Leads** meeting for all schools.
- The Trust provides HR **Staff Absence Monitoring** and support to schools where required.
- The Trust has a contract with **Just People HR and Legal Services**.
- As part of our Workforce Development, all new staff will have an Induction Pack with the relevant information for their role and their school.



Governance

- Our Director of Governance (appointed March 23) oversees Governance across the Trust supporting Chairs with agendas and procedure and training. She will begin work to align our approach to agendas, and reports to LGB, training and recruitment. Our LGBs have leads for RE/Catholic Life, SEND, Safeguarding, Health and Safety and in secondary, Careers.
- Chairs meet regularly with the Director of Governance to discuss priorities and areas where support is needed.
- Chairs meet half termly virtually with the CEO and now also with the Director of Governance to discuss agendas and policies and other developments. Directors of the Trust also attend twice a year to listen and collaborate with our Chairs.
- Governors are provided with reports from the School Improvement Leaders' visits, financial reports and the CEO half termly report.
- New Governors' have a welcome induction meeting with the CEO and our Director of Governance. There is an induction training programme in place.
- All Governors are members of the National Governance Association.
- Governor Hub, an online platform for all Governor Business is provided for each school. Governor Hub also provides access to Mater Christi resources.
- A LGB support offer is provided where LGBs qualify for extra support.

Mater Christi Platforms

- Abor for MIS
- Governor Hub for Governance
- Access for Finance
- National College subscription
- NYCC Payslip Portal

SEF / CSED and Development Planning

All our schools use Evaluate Ed for their SEF and CSED and for their development plans. Heads report on the progress to their LGB and a summary goes to the Board. There is a timeline in place to support this process.

Website

- Schools are provided with an Annual Website Check and report to Governors

Health and Safety

- Our schools have a discounted Kym Allan subscription.

Safeguarding

- Our schools have an annual Safeguarding Review and report to Governors.



- The Trust has recently appointed a Safeguarding Lead.

Policies

- The half termly policy bulletin itemises the policies that sit with the Trust and those that are schools' responsibilities.

Extra Offer

Some of our schools have support in addition to the Mater Christi Offer.

Future 23-24 developments

- **Estates Management, Contract Procurement**

Our School Improvement Team Proposal for September 24. It is envisaged that the blue will be Mater Christi staff and the grey employed on SLA or daily consultant basis for 2023-24 as they have been in 22-23.

The Attendance Administrator and the Safeguarding lead will also be in post.

