



SOKE EDUCATION TRUST

⇒ Strive . Explore . Transform ⇐



**Inspiring the leaders of tomorrow;
making a difference together, everyday**



Role of the Local Governance Committee in Soke Education Trust

At SET every school has its own Local Governance Committee who know the school well and can represent its local community. The role of the LGC is carefully defined with responsibility to monitor the quality of education through pupil outcomes and the school curriculum, safeguarding, attendance and the wellbeing of staff and pupils. The LGC act as a voice for pupils, staff and parents within the trust and make recommendations about what is best for the school and its pupils. They represent the school in the community and the community in the school and act as a supportive but critical friend to the leadership team.

Trust Central Team

Our central team consists of a Chief Executive Officer who oversees the strategic direction of the organisation. This role is supported by a Director of Education and a Chief Operating & Finance Officer. Within the team we have specialists in their area of work so that schools are provided with excellent knowledge and advice in areas such as Finance & Budgeting, People Management & Payroll, Health & Safety, Governance & Compliance

Partnership Contribution

Soke Education Trust operates a funding model where schools contribute a percentage of their GAG funding to provide the core services that, together, school benefit. The Trust operates a stepped approach to the contribution. Schools in the trust “pool” their reserves upon joining , except for funds from specific funding sources such as Lottery Grants. This provides equity across all schools regardless of size or context and is part of our collaborative shared value. These funds are managed by the Trust team with oversight from the Trustees. Both the Trust Central team and individual schools can make requests for resources to fund school improvement activities, both education and capital, at specific times throughout the year.



EDUCATION



- School Improvement through CEO support and Director of Education
- Centrally funded training days
- Moderation for schools
- Leadership Network Meetings & SET Up sessions
- National College subscription
- Walkthrus subscription
- Curriculum progression and planning documents
- Continuous reporting evaluating pupil attainment and progress (Insight Tracker)

FINANCIAL MANAGEMENT



- Financial Support through CFO and the central finance team though both remote and on-site support
- Support with financial forecasting, both short and medium-term
- Submission of all financial returns to the ESFA, HMRC
- Advice and support with medium term-structural planning
- Management Accounts for all Schools compliant with Academies Financial Handbook
- Finance, Purchasing and Budget Management system
- Internal and External audit

GOVERNANCE



- Pension valuation
- A governance professional to support the effectiveness of Local Governing Boards
- Clerking for Full Local Governing Board Meetings
- Legal advice
- Website compliance audit
- Director and Governor Training including elearning
- Governorhub

PEOPLE MANAGEMENT



- HR/payroll management information system
- Outsourced managed payroll
- Routine HR advice through Trust central team
- Outsourced HR advice for complex HR matters
- Single central record software (SENTRY)
- Trust recruitment portal - My New Term
- Trust-wide access to National College
- Welbee - wellbeing and career development platform and staff perception
- Access to an Employee Assistance program
- All-staff access to employee benefits package "Wider Wallet"
- Submission the school workforce census





DATA & INFORMATION



- GDPR and data protection compliance
- DPO Service
- Trust Information Commissioners Licence
- Trust Website Upgrade & hosting
- Website compliance reviews

ESTATES AND HEALTH & SAFETY



- Compliance and Health and Safety advice and guidance through a Trust service level agreement
- Annual H&S audit
- Health and Safety portal provision
- Trust compliance portal (Every)
- Management of and support with school applications to the Condition Improvement Fund (CIF)
- Site staff training

OTHER



- School signs
- Website alignment
- Admissions Management service level agreement
- PR and crisis management
- Marketing & Social Media support

Not currently funded by the Partnership Contribution but arranged by the Trust Central Team

- ICT support service level agreement

If our values align with yours and you would like to know more about being part of
Soke Education Trust please contact office@sokeeducationtrust.co.uk

