

# The Three Saints Academy Trust Leadership Handbook

"If you can believe, all things are possible to those who believe."

Mark 9:23

Guidance and requirements for Headteachers and Leaders of the academies within the Three Saints Academy Trust

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#### 1.0 Introduction

Welcome to the Three Saints Academy Trust handbook for Headteachers, encompassing information relating to protocols, procedures, self-evaluation, monitoring and development.

This handbook includes an explanation of the terms and rationale of the monitoring processes used by the Trust and the roles and responsibilities across the trust to ensure smooth running and excellent communication. We believe that rigorous self-evaluation, monitoring, planning and communication are the key to outstanding progress.

The document is intended to be shared with Headteachers, their leaderships teams and Chairs of School Committees.

This handbook is a working document and will be subject to change. It will be accurate to the date given on the front cover and revision history retained to be able to track changes overtime.

The handbook has been authored by: Kirsty Tennyson CEO Kim Sawe CFO Lisa Bradshaw Director of SI

# 2.0 Structures and Roles

<b>Trust Board of Directors</b> 6 Directors chaired by Amy Bradley					
			CEO Tennyson		
Chief Finance Officer Kim Sawe	Director of School Improvement Lisa Bradshaw	Director of Well-being Linda Smith	Schools led by Headteachers St Ann's Laura Rynn St Mary & St Thomas Lyndsey Lewis St Michael with St Thomas Michelle Slingsby	School Committees St Ann's Rachel Pickles St Mary & St Thomas Cath Watts St Michael with St Thomas Lesley Traves	
SBMs & Finance Assistant	North West Learning Partnership & Maths Hub NW3 Teams	Attendance Officers			
Site Managers	Director of Maths Director of English				

#### 3.0 Roles & Responsibilities

Refer to Scheme of Delegation (S.O.D) for specific R&R

#### **Chief Executive Officer**

The CEO provides support and challenge to the Headteachers in the Trust and ensures consistency of approach across all schools. She performance manages the Head teachers and central team.

#### Specific Responsibilities include:

Quality Assures all aspects of schools

Appointments of Headteachers and Trust staff

School services/SLA's

Trust Training

**Accounting Officer** 

Finance and liaison with FD

Buildings

HR (contracts and higher level)

Trust Governance

Policy writing & review

Performance Management of HT's and senior central team

## The CEO will also work alongside Headteachers for the following areas:

School budget

Appointments of SLT

**Exclusions** 

Safeguarding

Any changes to day to day running of school

Complaints

H&S

Returns to DfES etc.

CPD spend decisions (higher level)

Agreeing school priorities

Curriculum design

#### **Headteacher Responsibilities**

Headteachers of Trust schools are fully accountable for the performance of their school. The are responsible for the day to day running of the school ensuring Trust procedures and policies are fully implemented and followed.

#### Specific Responsibilities include:

- Teaching & Learning
- Standards
- Monitoring & evaluation
- Assessment & Testing
- Safeguarding
- Parents Forum
- Curriculum application
- Christian Distinctiveness
- SEND
- Behaviour
- Extra-curricular and extended provision
- CPD
- Providing information for school committees in line with S.O.D

- Performance management of staffAppointments of staffSchool visits

- Return to work interviews
- H&S of school site

# **Central Team**

Chief Executive Officer				
Director of School Improvement	Director of Finance	Director of Well- being	Governance Professional	
Director of Maths	Trust Finance Assistant	Attendance Officers		
Director of English	Business Managers			
Maths Hub Team	Site Managers			
NWLP Team				

#### 4.0 Trust Meetings

**Leadership Forum** 

Attendees: Trust SLT (CEO, CFO, D of SI) School Headteachers

Frequency: Half termly Attendance: Compulsory

Purpose: The purpose of the forum is to discuss and make decisions on all aspects of

schools in the Trust, including joint responsibilities

**Executive Leadership Forum** 

Attendees: CEO, CFO, D of SI, D of WB

Frequency: Half termly Attendance: Compulsory

**Purpose:** The purpose of the forum is to discuss and review SI, Finance, Safeguarding,

work of TS & Maths Hub.

**School Committee Meetings** 

**Attendees:** School Committee Members

Frequency: 4 per year termly Attendance: Compulsory

**Purpose**: Following the scheme of delegation school committees with monitor standards, curriculum, behaviour and ethos of the schools. Agendas will follow the standard agenda

templates set by the Trust Board

**Trust Board Meetings** 

Attendees: Trust Directors, CEO & CFO

Frequency: 4 per year termly Attendance: Compulsory

Purpose: To review and oversee the work of the Trust and it schools

Standards & Curriculum Committee

Attendees: Committee member, CEO & Headteachers

**Frequency:** Termly **Attendance:** Compulsory

Purpose: To review standards, attendance and the curriculum of all schools in the Trust

Finance & Audit Committee

Attendees: Committee member, CEO & CFO

Frequency: Termly
Attendance: Compulsory

Purpose: To review and approve as per SOD all Finance of Trust

**Chairs Forum** 

Attendees: Chairs of School Committees, Chair and Vice Chair of Board, CEO

Frequency: Termly
Attendance: Compulsory

Purpose: To provide support and challenge from Board to Chairs of School Committees

Parents Forum

**Attendees:** Headteacher and voted in parent's representatives

Frequency: Termly
Attendance: Compulsory

Purpose: To allow parents views to be represented in each of the school

#### 5.0 Trust Quality Assurance, Reviews and visits

In order to ensure that schools are being run in line with The Three Saints ethos, aims and policies and procedures, the Directors of the Board delegates QA to the CEO of the Trust. The following activities show how this QA is carried out across all schools.

#### Teaching & Learning, Leadership and Management

- Trust annual 2-day review with Consultant, CEO & HT, report presented to School Committee and Directors
- All external consultant reports to be shared with CEO

#### **Outcomes**

- Termly scrutiny at Curriculum & Standards Committee, including; 3 Year outcomes overview, Analysis of ASP & IDSR
- Termly data meeting CEO & HT discussions on Annual Targets and in year assessment information termly, prior to C&S Committee
- Inclusion of data in Trust dashboard presented termly to Directors
- School Dashboards presented to SC & Directors annually

#### **Pupil Premium**

- Annual Half-day Pupil Premium Audit will take place with each school led by CEO during Autumn Term 2 (December)
- Analysis of PP data by C&S Committee
- Inclusion of data in Trust dashboard presented termly to Directors

# Talent spotting/Succession Planning

 HT Audit with Director of School Improvement will take place annually to identify staff and CPD needs in Summer Term

#### Safeguarding

- Annual Safeguarding Audit carried out by Director of Well-being
- SC chair follows up on safeguarding audit actions and feeds back to Chairs Forum
- File checks by CEO
- Director of Well-being to support, challenge and provide supervision
- External Safeguarding Review every 3 years

#### Attendance & exclusion data

- Termly Attendance Team meetings in each school attended by Director of Well-being and 1 per year attended by CEO
- Termly scrutiny at Curriculum & Standards Committee
- Inclusion of data in Trust dashboard presented termly to Directors
- Attendance data included in School Dashboard presented annually to SC
- Director of Well-being to support and challenge

#### **Human Resources**

- File checks by CEO
- Inclusion of data in Trust dashboard presented termly to Directors
- Inclusion of data in School dashboard presented annually to SC

#### Finance

- Termly budget meetings with Headteacher, Director of Finance and CEO
- School Committee to monitor spending against agreed budget

• Directors to set budget

#### Governance

- CEO may attend 1 Governors meeting per year, written update on work of directors given termly
- Chair of School Committee to attend termly Chairs Forum; support challenge and training
- Directors oversight of minutes of all committees
- External Governance review every 3 years

# Health & Safety

 Annual external Health and Safety Audit with each HT and Site Manager, report presented to School Committee and Directors

#### **6.0 Trust Communication Channels**

#### Headteacher

- The CEO acts as a channel of communication between the Headteachers and the Directors
- Headteachers attend Curriculum & Standards Committees also attended by a group of Directors
- Headteachers attend half termly Leadership Forum Meetings also attended by CEO,
   FD & Director of SI

#### **School Committees**

- The CEO will attend 1 School Committee meeting per year and this enables communication to flow between school committees and Directors.
- Directors written updates will be given at each School Committee meeting
- Directors review school committee minutes at each Directors meeting
- Chairs of School Committee attend termly Chairs Forum led by Chair & Vice Chair of Directors and attended by CEO

#### Teaching School & Maths Hub

- Director of SI attends termly Leadership Forum Meetings
- Director of SI carries our annual audit with Hts in each school to identify talent and direct CPD
- HTs attend summer term teaching school strategic partners meeting
- Director of SI works with CEO to write termly newsletter to all staff Appointments

#### Staff in schools

- CEO and Director of SI write a termly newsletter for all staff in schools
- CEO gives annual Trust update at annual Trust conference for all schools in October each year
- CEO visits all schools regularly and works with staff
- Annual Trust questionnaire and school specific questionnaires reviewed by Board

#### **Parents**

- Parents Forum in each school
- 2 elected parent representatives on the school committees
- School & Trust websites
- Parents guestionnaires reviewed by Board

# 7.0 The Three Saints Academy Trust KPI's

Key Performance indicator	Impact expectations
The curriculum is ambitious and designed to give all pupils, the knowledge and cultural capital they need to succeed in life	The curriculum intent and implementation are embedded securely and consistently across the school. Teachers have a firm and common understanding of the school's curriculum intent and what it means for their practice. Across all parts of the school, series of lessons contribute well to delivering the curriculum intent. The work given to pupils consistently matches the aims of the curriculum. It is coherently planned and sequenced towards cumulatively sufficient knowledge and skill for future learning and employment. Pupils' work across the curriculum is consistently of high quality. Pupils consistently achieve highly, particularly the most disadvantaged. Pupils with SEND achieve well. Monitoring of curriculum takes in variety of views (pupils, staff, parents) showing curriculum is well developed for needs of pupils.  Range of Extra-curricular opportunities in place, variety of approved trips take place.
Highly effective teaching, learning and assessment	Evaluations of teaching both internal and external are good or better and its impact on learning ensure progress and attainment are at or above national in reading, writing and maths
3. Outstanding outcomes for all pupils in R,W,M	Attainment and progress are at, but majority are above national. Accurate baseline assessment in place. No gaps exist for any group
4. Leadership and management ensure excellent outcomes	Leadership & management is judged as good or better. Succession plans are in place across Trust.
5. Outstanding teaching of SMSC and Christian distinctiveness	SIAM inspection outcome is good or better
6. Highly effective relationships with parents and local communities, between schools across the Trust	Termly Parent Forum in place with minutes shared on school websites. Formal parental complaints are low and unfounded. Annual parents survey is positive. Relationships are very positive. Leading to highly effective collaboration between schools and staff
7. Excellent financial health, probity and value for money	Audit Reports raise no red flags. All deadlines for response to EFA are met. Schools not in deficit budget position
8. Staff morale is high, recruitment, development and training are highly effective	Access to high quality CPD ensure outcomes are above national, staff absence is low and no internal complaints have been lodged by staff. Schools prioritise reducing work-load and staff mental health and well-being.
Risk & Compliance are highly effective	Annual S175 Audit indicates all safeguarding procedures and policies are in place. No red flags have been raised in terms of health and safety, no serious incidents or near misses have been recorded
10. Governance at all levels is strategic and holds leaders to account	Directorships are filled and Directors cover all essential skills. Effective communication between members, directors and local governing bodies, along with separation between the 3 layers of governance in the Trust is in place. Governance at all levels is strategic and operational duties are left to leaders.
11. Collaboration and partnerships develops teachers and impacts on children across the North West	Trust leads NW3 Maths Hub. North West Learning Partnership works as a partner with local Teaching School Hubs and provides CPD for schools across the NW. Schools Direct programme run by Trust continues to bring high quality ECT into the Trust schools.

#### 8.0 Trust data reporting points

# Pupil tracking

All schools use Arbor for reporting and monitoring in-year tracking across all year groups Trust transition tables track progress from starting points

Trust KPIs for reading, writing and maths, alongside a suite of tests allow teachers to make accurate assessments for attainment and highlight next steps

Assessment periods take place at 3 points across the academic year -

November/December, March and July

At these points schools carry out assessments of all pupils, pupils progress meetings take place, Trust moderation exercises are carried out and data drops take place in Arbor

#### Scrutiny of data

Standards and Curriculum Committee interrogate this data at their termly meetings In July each year Standards & Curriculum Committee and Directors Board review statutory assessment results using a Trust proforma completed by each school Prior to S & C committee meetings the CEO meets with each HT to discuss and scrutinise the data in detail

#### Target setting

Headteachers work with the CEO to set targets for statutory testing as part of the HTPM process in September

Trust baseline assessment for EYFS is used by all schools

## 9.0 Policies

There are a number of policies that are Trust owned. These are written and maintained by the Trust and every Academy is expected to follow them entirely. They are available on the trust website.

If school have non-statutory policies not related to HR or finance matters, and the leadership wish to retain it and it is not part of the suite of central policies then it remains the responsibility of the academy leadership to update it.

It is never acceptable to continue to adopt a legacy/LA policy that is non-compliant with national guidance.

Policy	Where published	Approved by			
STATUTORY POLICIES					
Safeguarding Statement	Trust Website	Directors			
Admissions	Trust/School Website*	Directors			
Behaviour/Discipline- school specific	School website	CEO/LGB			
Exclusions	Trust/School Website	ELB			
Complaints	Trust/School Website	Directors			
Charging	Trust/School Website	Finance			
Data Protection/FOI	Trust/School Website	ELB			
Retention & Destruction	Trust/School Website	ELB			
SAR	Trust/School Website	ELB			
Data Breech	Trust/School Website	ELB			
Privacy Notice	Trust/School Website	ELB			
Equality Scheme	Trust/School Website	CEO			
Medical conditions	Trust/School Website	ELB			
Capability	Trust Website	Finance			
Teacher Appraisal	Trust Website	Finance			
Health & Safety	Trust/School Website	Directors			
Accessibility Plan	School website	ELB			
Trust Expenses	Trust website	Finance			
Grievance & Joint Grievance	Trust Website	Finance			
Disciplinary Procedure	Trust Website	Finance			
Staff code of conduct	Trust Website	Finance			
Whistleblowing	Trust Website	Finance			
Pay	Trust Website	Finance			
SEND school specific	School website	LGB			
SRE- school specific	School website	LGB			
EYFS- school specific	School website	LGB			
Safeguarding - school specific	School website	CEO/LGB			
Home school agreement- school specific	School website	LGB			
	JMAN RESOURCES POLICIES				
Redundancy	Trust Website	Finance			
Time off in Lieu	Trust Website	Finance			
Sickness Absence	Trust Website	Finance			
Recruitment & Selection	Trust Website	Finance			
Social Media	Trust Website	ELB			
Leave of Absence	Trust Website	Finance			
Headteacher & staff well-being	Held in school	Finance			
Gifts & Hospitality	Trust Website	Finance			

Flexible Working Policy	Trust Website	Finance			
OTHER POLICIES					
Anti-extremism	Trust Website	ELB			
Induction & Development of Directors	Trust Website	ELB			
Critical Incident	Held in school	ELB			
Use of reasonable force	Trust Website	ELB			
Educational Visits	Trust Website	ELB			
Anti-bullying & Harassment	School website	ELB			
E-Safety	Held in school	ELB			
Internet Usage	Held in school	ELB			
Director & Governor visits	Trust Website	CEO			
Positive mental health and wellbeing	Held in school	ELB			

# 10.0 Notifying Central Trust

Headteachers have the delegated authority to run their academy both operationally and strategically.

The Three Saints Academy Trust encourages a close working relationship with the CEO for all matters of school life.

There are some aspects of academy operations for which the Trust is either culpable, directly responsible for or could be held to account on and therefore it is a requirement for academy leaders to notify the Trust in some matters.

Matter	Rationale	Who?
Ofsted call	CEO can support head and inform Directors	CEO
Exclusions - BEFORE deciding to	Discuss rationale and reasonableness in order	CEO
inform parents	to avoid complaint/appeal	
LADO referrals	Advice from Director of WB	Director of WB
	Ensure Trust are aware	CEO
	Awareness of potential media impact and	
	reputational concerns	
Staff suspensions or dismissals	Awareness of potential appeals and planning	CEO
	for them	Browne Jacobson
	Legal advice from HR	
Restructures or changes to staffing	Critical challenge on rationale	CEO
	Awareness of other academy/trsut	Browne Jacobson
	developments that could affect	
	Refer to SOD	
	approval by Board	
Contact with ESFA	Awareness of other Trust developments that	CEO/CFO
	could affect decisions or conversations	
	Trust (as a legal entity) opportunity to	
	intervene if necessary	
Contact with DFE	Awareness of issues and ability to intervene if	CEO
	necessary	
Contact with LA	Awareness of issues and ability to intervene if	CEO
	necessary	
Contact with Politicians/MPs	Awareness of messages being presented and	CEO
	given ability to advise/intervene if necessary	
Critical Incidents	Additional support and guidance. Potential to	CEO
	escalate to Trust and other Academies	
Complaints	Awareness of issues and ability to intervene if	CEO
	necessary. Additional support and guidance	
PR/Comms/Media enquiries	Guidance in response. Awareness of wider	CEO
	concerns	
GDPR Breach	Awareness of concerns and ability to join up	CEO/CFO
	patterns from other academies for solutions	DPE

# 11.0 HR and Finance Arrangements and Support

Every academy forms part of the whole Trust and it should be acknowledged that the Trust, as legal entity, carries the full responsibility for all HR and Financial aspects of our academies. As a consequence, these roles are considered Trust appointments as the role spans across academies.

Aspect	Finance	HR
Academies	Kim Sawe Chief Finance Officer	Eleanor Drabble Browne Jacobson HR Consultant
	Jenny Lawrenson Finance Assistant	
		Kim Sawe Chief Finance Officer
	School Business Managers;	
	Maria Connolly St Ann's	Jenny Lawrenson Finance Assistant
	Jeanine Murtagh St Marys	
	Paula Jones St Michaels	
North West Learning Partnership	Kim Sawe Chief Finance Officer	
	Sarah Makin Finance Officer	
Maths Hub	Kim Sawe Chief Finance Officer	
	Sarah Makin Finance Officer	

# 12.0 List of Academies

Academy name	Age phase	Joined TSAT	Ofsted	Date of Ofsted	LA	Postcode
St Ann's C.E. Primary	5-11	01/09/2015	Outstanding	Jan 2014	St Helens	L350LQ
St Mary & St Thomas C.E. Primary	3-11	01/09/2015	Outstanding	Feb 2019	St Helens	WA102HS
St Michaels with St Thomas Primary	5-11	01/09/2019	RI	Jan 2018	Halton	WA88LD

Greyed judgement denotes judgement made prior to school joining TSAT

# 13.0 The Three Saints Academy Trust Core Offer

- School ImprovementSafeguarding and Attendance
- Finance
- Payroll
- HR
- Legal
- Health & Safety
- GDPR
- Statutory Policies
- Governance clerking

# 14.0 The Three Saints Academy Trust Governance Dates 2022-23

## **Members**

• Thursday 12<sup>th</sup> January 2023 1pm

#### **Chairs Forum**

This will take place at 11am on 14<sup>th</sup> October, 13<sup>th</sup> January, 28<sup>th</sup> April & 14<sup>th</sup> July

#### **Directors**

Term	Finance & Audit Committee	Standards & Curriculum	Directors
	6-8pm	Committee 9.30-11am	6-8pm
Autumn Term	Thursday 6 <sup>th</sup> October 2022	Friday 14 <sup>th</sup> October 2022	Thursday 22 <sup>nd</sup> September
1			2022
Autumn Term	Thursday 8 <sup>th</sup> December 2022	Friday 13 <sup>th</sup> January 2023	Thursday 15 <sup>th</sup> December
2			2022
Spring Term 1	Thursday 9 <sup>th</sup> February 2023		
Spring Term 2		Friday 28 <sup>th</sup> April 2023	Thursday 30 <sup>th</sup> March 2023
Summer Term	Thursday 11 <sup>th</sup> May 2023		
1			
Summer Term		Friday 14 <sup>th</sup> July 2023	Thursday 13 <sup>th</sup> July 2023
2			

## **School Committees**

Term	St Mary & St Thomas	St Ann's	St Michael with St Thomas
	School Committee 6-8pm	School Committee 6-8pm	School Committee 6-8pm
Autumn Term	Thursday 15 <sup>th</sup> September	Tuesday 13 <sup>th</sup> September 2022	Tuesday 20 <sup>th</sup> September 2022
	2022	Tuesday 29 <sup>th</sup> November 2022	Tuesday 13 <sup>th</sup> November 2022
	Thursday 1 <sup>st</sup> December		
	2022		
Spring Term	Thursday 16 <sup>th</sup> March 2023	Tuesday 14 <sup>th</sup> March 2023	Tuesday 21st March 2023
Summer Term	Thursday 6 <sup>th</sup> July 2023	Tuesday 4 <sup>th</sup> July 2023	Tuesday 11 <sup>th</sup> July 2023

#### **Directors Training events**

• 17<sup>th</sup> July 2023

#### 15.0 The Three Saints Academy Trust Five Fingerprints

The Three Saints Academy Trust comprises of individual schools each with their own ethos but sharing the same mission: 'If you can believe, all things are possible to those who believe'. To achieve our mission each school follows a set of principles which make us unique. We call these The Five Fingerprints:

# 1. Nurturing **Values**, creating distinctive character

...Every child is known and valued by all adults in school. We educate everybody in our school community and place great importance on building positive relationships, promoting everyone's wellbeing and developing everyone's talents. There are opportunities for everyone to shine and excel and we stop at nothing to achieve this. We place great emphasis on the chosen values of each school creating a unique setting and community

# 2. Aspiration leading to Excellence

...We expect excellence from everyone. We believe that everyone can achieve great things, so we set exceptionally high expectations resulting in excellent standards in all aspects of school life. We equip and inspire our staff so that they can teach our children the knowledge and skills they need to be the best they can be.

#### 3. Curriculum innovation

...We have developed a broad and bespoke curriculum for our children filled with unique learning opportunities which aim to engage and motivate pupils promoting a life-long love of learning. We ensure children's basic skills in English and Maths are secure, prioritising depth in children's learning, in order to build firm foundations for their future.

## 4. Collaborating to improve outcomes for all

...We believe an integral part of our success is collaboration. We work, together as a trust, to serve children, staff and the wider community to improve outcomes for all. By working with our Teaching school, all staff are supported with their training and development needs, sharing best practice so that they can deliver excellence-ensuring the best for all.

#### 5. Cultivating future **Leaders**

...We are committed to developing leaders in every role at every level in both children and staff. We develop independence and resilience in all by providing them with opportunities to lead and make a difference to their school.