

Auditing and Assurance service for new Headteachers

This new service is designed to support new headteachers by providing assurance that key areas within school are sound and reliable. Following a visit by our experienced consultant a report will be prepared for the school and will include areas of suggested improvements; recommendations for action and a risk measure against the areas of improvement to support prioritisation. The report, will signpost the headteacher to any additional support available if needed.

We are able to offer this service in the following areas:

Review area	Description
HR practices	A review of policies and practices to ensure good HR practices are in place. The audit will cover probation, performance reviews, recruitment, policy adoption, contracts for staff.
IT systems	A review of your website, an audit of the IT infrastructure and estate.
Safeguarding	The safeguarding audit consists of a health check of safeguarding arrangements in the school, ranging from Single Central Record, safer recruitment processes, Child Protection files, related policies, training records and practice including the operation of the Designated Safeguarding roles in the school.
Finance systems (2 Days)	<p>An assessment on the accuracy and completeness of the finance data held on your system will be made so you can be assured that the reports you receive can be relied upon. (Day 1)</p> <p>We will also report to you on your school's current financial position, including providing you with a forecast end of year position, a 3 year forecast and cash flow. This will highlight any specific areas of interest and consideration, allowing you to see potential opportunities for further investment in education resources. (Day 2)</p>

Governance	A review of governance, and facilitation of a Head/Chair Agreement meeting so you and your chair have clear boundaries and working practices.
Pupil premium	A review and impact analysis of your spending on pupil premium.
Data protection and Freedom of Information	This will include a discussion around school records in relation to the Data Protection Act 1998 (DPA), Freedom of Information Act 2000 (FOI) and Environmental Information Regulations 2005 (EIR). We will also look at how to manage a request for information legislation, a look at the guides and templates available to you and a discussion around possible training needs.
Emotional well being	One of our experienced psychologists will spend time with you and provide structured support by offering time to listen and talk through issues / challenges that you are facing. By using a psychologically informed supervision framework the psychologist can support you in your thinking as well as with your emotional well-being.