

Title of Project: Reform Of the Workforce 1: The Evolution of a New Model of Senior Management.

Aim: To track movement from a traditional model of Senior Management in an individual High School, to an approach that can accommodate, support and strengthen Partnership and/or Federation arrangements

Targets:

2003-4

- To inform the wider community of schools of the innovations undertaken by the school at Senior Management level to the present time.
- To identify a management model for effecting a smooth transition as senior members of staff leave and a new administration takes over.
- To define and then appoint a skeleton staff (which is likely to include a temporary Chief Executive) charged with establishing a Federation of six schools.
- To carry out an audit of the Senior Management team at Lynn Grove taking account of the expanding opportunities opening to the school.
- To track the improvements made by KS3 pupils at LG compared to their performance at KS2.

2004-5

- To make available a record of the development of the Federation.
- To explore the issue of Governance of the Federation.
- To determine and publish Staffing policies of the Federation – this to include details of the composition of appointing committees.
- To determine medium term funding resources to support the development of the Federation.
- To determine and then appoint substantive staff as necessary to support the ambitions of the Federation.
- Establish arrangements for pooling and sharing expertise in the field of ICT.
- To track the progress of pupils from KS2 to KS 3 as detailed above.

2005-6

- To establish joint PM arrangements for all staff who do not come under the scheme in place for teachers.
- As opportunities arise, to appoint joint support staff e.g. Technicians, LRAs, TA, Site Maintenance.
- To research the feasibility of moving towards a situation where it is a requirement that the Chief Executive post should be self funding.
- To track the progress of pupils from KS2 to KS3 over the past three years to determine whether there has been an overall improvement in Value Added.

Start/Finish Date of Actual Project: 1.9.03 → 1.9.06

	Tasks to be performed in sequence order (highlighting key milestones)	Specific date tasks to be completed (eg 1.1.03)	Ownership of each task – identify name	Resources to be allocated eg personnel, finances (name names, specific figures for finances)	Percentage of time or finances to be allocated eg 90%	Tasks to be linked

1	To prepare a case study detailing the evolution made at Senior Management level moving from a 'traditional' model to flatter system.	26. 03 .04	Head	DE, JPF and MH. £500.	10%	1→2
2	Case study available to other schools/LEA.	02. 04. 04	Head	MH and JB. £600.	12%	1→2
3	Governors, advised by the Head, produce an action plan for the next five year phase of Senior Management evolution at LG.	26. 03. 04	Head	DE, JPF and MH. £Nil.	0%	3→4
4	Action plan available to other schools/LEA	02. 04. 04	Head	MH and JB. £600.	12%	3→4
5	The Heads and Governors from the six schools to be Federated collaboratively determine the skeleton staffing needs of the Federation for the year 2004-5.	30. 06. 04	Head	DE and Federation Heads. £1300	26%	5→6
6	Appointments made as necessary.	03. 09. 04	Head	DE and Federation Heads. £Nil.	0%	5→6
7	LG Head leads an audit of the new Senior Management team needs of the expanded school and makes a presentation to Governors - a précis of which will be available on request by other schools.	02. 04. 04	Head	DE, JPF, BB, AM, BJB and MS. £Nil.	0%	7→8
8	Précis of audit available to other schools/LEA.	28. 05. 04	Head	DE, MH and JB. £1000.	20%	7→8
9	AH Assessment carries out the necessary research to inform Federation Heads of the collective academic progress made by pupils passing from KS2 to KS3.	07. 07. 04	Head	DE and MS. £500.	10%	9→10
10	Research on 2003 stats. Available to other schools/LEA.	14. 07. 04	Head	DE, MS, MH and JB. £500.	10%	9→10
11	To commission an author/researcher to determine and record key stages in the development of the Federation.	31. 09. 04	Head	DE and researcher. £1500.	30%	10→11
12	Report available to other schools.	31.07.05	Head	DE, Researcher and JB. £500	10%	10→11
13	To obtain advice on and examples of models of Governance available to the Federation and to present a paper to the full Federation committee outlining alternatives.	31. 12. 04	Head	DE, JPF, LC. £1000.	20%	11→12
14	Paper available to Federation Committee and other schools.	31. 01. 05	Head	DE, LC and JB. £500.	10%	11→12
15	The Federation committee prepares and agrees on a policy document detailing the procedures to be deployed when recruiting staff for the Federation including joint representation on appointing committees.	26. 02. 05	Head	DE, JPF and Federation Heads. £Nil.	0%	15→16
16	Policy document available to Federation and other schools.	30. 04. 05	Head	DE, MH and JB. £500.	10%	15→16
17	The Federation committee identify	31. 01.	Head	DE, JPF,	0%	5→17

	funding sources to support the development of the Federation and publish a budget for 2004-5 and an indicative budget for 2005-6.	05		Federated Heads. £NIL.		
18	Budgets available.	31. 01. 05	Head	DE and LC. £Nil.	0%	17→18
19	Appointment of senior staff and/or administrative staff made as necessary.	31. 07. 05	Head	Federation Heads. £Nil.	0%	18→19
20	An audit is undertaken of the ICT staffing needs of the Federation, and a staffing framework agreed.	26. 05. 05	Head	JPF and all Federation Heads. £Nil.	0%	18→20
21	ICT staffing appointments made to the Federation as necessary.	31. 07. 05	Head	JPF and Federation Heads. £Nil.	0%	21→22
22	AH assessment continues monitoring as detailed above.	08. 07. 05	Head	DE and MS. £500.	10%	10→22
23	Research on 2004 stats. Available to other schools/LEA.	15. 07. 05	Head	DE, MS, MH and JB. £500	10%	22→23
24	Hold meetings with non teaching staff in the Federation to fine tune P.M. proposals made by the Federation committee.	30. 09. 05	AH ITT	AM working with Heads of Federated schools. £1000.	20%	19→21 21→24
25	PM arrangements in place.	31. 10. 05	AH ITT	AM, working with Heads of Federated schools. £Nil	0%	24→25
26	As vacancies occur for non teaching staff in any of the Federated schools explore the advantages for making an appointment to the Federation rather than the school.	31. 07. 06	CE of Fed.	CE of Fed. Working with Fed. Heads. £500.	10%	5→26
27	Appointments made.	31. 07. 06	CE of Fed.	CE of Fed. Working with Fed. Heads. £Nil.	0%	26→27
28	The Senior post holder of the Federation, likely to be the Chief Executive, prepares a paper for the Federation committee detailing how the salary for that post may come from savings and or new money identified by the post holder	31. 07. 06	CE of Fed.	CE of Fed. £2000.	40%	19→28
29	Paper available to other schools on request.	31. 07. 06	CE of Fed.	CE of Fed. MH and JB. £500.	10%	28→29
30	AH assessment continues monitoring as previous years and prepares a report to the committee commenting on trends observed over the three	31. 07. 06	Head	DE and MS. £500.	10%	23→30

	year period.					
31	Report used as part of an evaluation of the project to be conducted in the autumn term of 2006.	31. 07. 06	Head	DE, MS, MH and JB. £500.	10%	30→31

16/11/2004