

Leadership Support Programme

Relieve the Pressures with the help of Tenet specialists

Running any educational organisation in the 21st century is a complex process, demanding many skills rarely found in one person.

The School Bursar or Finance Director, whether alone or supported by a small team, will often feel challenged and isolated, and frequently frustrated by an inability to resolve issues quickly and easily. Knowing who to trust to offer experienced support is often a big issue in itself.

Many such Business Managers find themselves caught up in the day to day processes of running the business side of their organisations, covering a multitude of different

disciplines, reducing their effectiveness as leaders, and often are not getting the satisfaction from using their own skills to best advantage.

Let Tenet be your Friend

Finding an empathiser and advisor, someone who listens but gently challenges, who helps to talk through the options, and then takes real action to put things into motion, is a solution many Bursars and Finance Directors would be happy to find. Once you have such a 'Critical Friend' no problem will be too big or complex to solve.

What is the Leadership Support Programme?

The Leadership Support Programme (LSP) is a service that is designed to support the Business Management team in a school to deliver a professional service and to achieve goals. Your School will be allocated, in discussion with yourselves, a Lead Advisor who will be able to offer personal support as a coach or mentor to the Bursar/Finance Director, and to advise Governors and other senior staff as necessary. You will have easy access to your Lead Advisor at almost anytime through email or telephone. The Lead Advisor will help you identify the key issues facing the school and, if appropriate, bring in experienced specialist resource to help address these issues. The wide range of services available from Tenet is illustrated overleaf.

How does the LSP Work?

You will have access to an agreed number of days over the year on a priority basis. If projects are identified during the year outside of the retained days, these will be quoted on a case-by-case basis with an automatic 10% discount on normal fee rates.

What does the School gain?

- Improved leadership on Business Management issues;
- Time to spend on your priority areas for the year;
- Speedier resolution of issues identified;
- Improved work/life balance for the Business Management team by reducing stress factors;
- Peace of mind that complex matters such as Health & Safety and Employment Law are being addressed;
- Development of capacity within your team;
- Satisfaction that education is properly supported.

LEADERSHIP
SUPPORT
PROGRAMME

tenet
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SMARTER THINKING
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Leadership Support Programme continued

Tenet's Services for Schools

- **Health Checks** to set action plans for improvement in the key areas of Governance, Finance, Estates, Human Resources, IT and Health & Safety;
- **Mentoring or Coaching** for key decision makers, such as the Bursar;
- **Interim or Project Management** for Bursar, Finance, HR, Estates, ICT and Pupil Data roles;
- **Strategic Planning Advice** on the development and structure of a rolling strategic plan, including the identification of achievable and measurable targets, and ensuring a cohesive approach to individual initiatives, for example in marketing or fund-raising;
- **Procurement Management** an outsourced service for reviewing and managing your procurement processes and driving through savings in your expenditure - *For further details, please request our separate information sheet;*
- **Financial Planning Advice** compilation of robust annual budgets and 3-5 year forecasts with Key Financial Indicators, including feasibility of significant investment in buildings;
- **ICT Consultancy** for help establishing the strategic vision, implementing effective networks, reviewing staff structures and skills, implementing learning portals or just for day to day management of systems - *For further details, please request our separate information sheet;*
- **Human Resources Consultancy** in relation to policies and procedures, pay and reward structures, negotiation with staff representatives, absence management, recruitment support, review of management and staffing structures generally;
- **Estates Management Consultancy** for help establishing long term strategies for building and grounds development in support of the strategic plan, effective planned maintenance programmes, setting and achievement of energy efficiency targets, project management, staff structures and skill matrices;
- **New Build Estates advice** for project management to ensure an effective identification and carry through of user and sponsor needs and aspirations, together with good team liaison and adherence to timescales and budgets;
- **Pupil Data Advice** for advice in sourcing, structuring and implementing systems to track pupils and their attainment, including the compilation of DCSF returns and the management of liaison with exam boards;
- **Governance Support** clerking service, company secretarial, committee structures and terms of reference;
- **Bursary Assessment** an outsourced service to assess parental applications for bursary support;
- **Insurance Consultancy** advice on cover and assistance with tendering;
- **Business Continuity Planning** working with relevant staff to establish clear and effective plans to keep your School open for business notwithstanding unforeseen events;
- **Risk Register** these are a feature of good governance and management in education, and the Charity Commission and the DCSF expect Trustees to implement sound practices;
- **Catering Consultancy** advice on operational matters and liaison with managers or contractors, tendering for contractors, advice on best practice for new and existing buildings;
- **Facilities Management** tendering for numerous services such as cleaning or grounds maintenance, or a review of in-house practices;
- **Endowment Fund Set Up** tendering and selection of investment managers to manage charitable endowment funds in accordance with Charity Commission good practice;

What Happens Next?

Please call us on **01376 511411** or email us at **mail@tenetservices.com** to discuss your needs further.

