

Strengths	<ul style="list-style-type: none"> • No additional strengths to those mentioned in previous reports. • Admin Assistant is very close to completing her NVQ.
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The below actions cover the work of the School Business Manager, Office Staff, Facilities Manager and staff.

Action	Outcome / Impact
Assisted with the organisation and delivery of the January 2016 WEST training event.	Staff from all 7 schools came together to meet their colleagues from partner schools and listen to two inspiring & motivating keynote speakers about what we already do to make a difference and what we can do further to enrich the lives of each and every one of the children present in our schools.
Continued to monitor attendance and carry out actions identified in the half-termly attendance meetings. Particularly focusing on those few children below 90%.	As of Friday 11 th March 2016 attendance stood at 96%. 0.3% higher than this point last year.
Snagging list	Ensures the children of Bridgewater can access the best possible learning environment and resources. Prevents any unnecessary costs being incurred in future. Premises were safe, secure and accessible (for everyone) at all times.
Attended and participated in Trust and City SBM Network Meetings.	Completed an exercise around joint buying in the areas of cleaning products / toilet paper / hand towels; staff absence insurance; and photocopiers. No savings found in the first two areas listed but savings achieved in relation to photocopiers. Bridgewater's contract is due for renewal in April 2017, which is when we will benefit from these savings. Shared good practice with regards to most things premises related and also the Trust identity. Addressing in future, IT support.
Accurate completion of School Census	All necessary paperwork submitted to the Local Authority and SIMS updated accordingly so that maximum eligible Pupil Premium and Early Years Pupil Premium is achieved.
Attended Governor SIP Afternoon	Governors well informed of the different roles in school and the impact each role has on outcomes for the children. Not just achievement / attainment but equally important the whole-child experience.
Dealt with Confidential HR Matter	All required procedures accurately followed and paperwork submitted. Satisfactory outcome for all concerned.
Updated website and promotional leaflet. Organised delivery of leaflets.	Statutory requirements met. Website displays up-to-date information. An impressive 'front' for the school. Particularly for parents / carers (current & potential), Ofsted and other visitors. Promotional leaflet draws attention to the school, especially for first time parents and those new to the area.
Paperwork for the recruitment and selection of 2 new members of staff.	Staffing needs of the school met. Individuals added to payroll.
Reconciled finances for the end of the	Errors identified; expenditure allocated to

financial year (15/16). All 2015/16 orders processed and paid before financial shut down on 24 th March 2016.	correct sub code and year; and the correct contingency carried forward.
Reviewed all Service Level Agreements (SLAs). Obtained quotes for Emergency Lighting, Fire Alarms, Fire Extinguishers and Boiler Maintenance.	Suitable SLAs in place. Best price and service achieved. Legal requirements met.
Annual review of the Staff Absence Insurance.	Best price and cover achieved. All necessary staff covered.
Compiled an Asset Management Plan	Identified the premises work required. Raises awareness of the urgency and impact of each item. Enables suitable budget planning.
Prepared the budget for 2016/17. The School Improvement Plan, Asset Management Plan and the expected increase in numbers were taken in to consideration when making expenditure decisions.	As of today, 18 th March 2016, it is too soon to formally set the budget. Challenges faced particularly with regards to increased NI contributions; necessary increase in staff (before pupils numbers come through on census); work to the Early Years kitchen and the removal of ARC funding (Minimum Funding Guarantee).
Organised school trip to London.	Provides experiences which a large majority of the children have not (and potentially will not) ever experience. Therefore hopefully broadening their horizons and raising aspiration.
Completed grant funding applications.	Grant funding applications submitted to the Community Foundation, Ernest Cook Trust and R W Mann for funding towards a Reggio Emilia inspired art project.
Initial discussions, preparation and organisation of the Friends of Bridgewater's Big Walk 2016 (Sponsored Walk).	The aim of the walk is to raise funds for school for different project, particularly in relation to children's mental health. . However, we hope to develop strong relationships with businesses and individuals, which will lead to further giving in the future.
Completed work for School Travel Plan – Bronze Award.	An action plan is in place to enable us to achieve the Bronze Award. It should be completed by October 2016.
Updated 0-5 Tracker for Spring 16. New starters added.	Accurate data can be analysed and subsequent actions agreed. Progress can be monitored.

Adam Beechey
18.03.16.