



Infinity Academies Trust

Ready to learn; Prepared to flourish.



Core Services Offer

Welcome to the Trust

At Infinity Academies Trust, children are at the heart of everything we do. We strive every day to add value to our schools, to enable them to be even better places for our children and young people to learn and grow.

We are driven by a passion to do our very best for our children and we know that by working together we can achieve things that we could not do alone.

Sitting alongside our Education Directorate, our Core Services provision is a vital part of our offer for academies across the Trust – unburdening academy leaders and allowing them to focus on supporting our pupils to achieve their full potential.

Our team of experienced core services professionals, both employed centrally and through high quality external partners, provide a raft of support and advice in relation to finance, HR, governance and all aspects of operations and estates.

Across each of these specialisms, members of the core services team work closely with academy leaders and site teams to manage statutory compliance, deal with the day-to-day challenges of running a school and unlock economies of scale.

Schools seeking to join the Trust also benefit from Infinity's wealth of experience in the academy conversion process. This includes a dedicated project lead who is on hand to manage each stage of the transition.

If you would like to find out more about the support that we could offer for your school, please do get in touch.

Gavin Booth
CEO

Michelle Dales
Operations Director

Jackie Wilson
Finance and HR Director

We are delighted that we are a 'Church of England MAT' so our academies include those with Church of England distinctiveness, whether VA or VC, former community schools and also stand-alone trusts.

Deeply rooted in Christian faith, we embrace the core values of Hope, Love, Unity, Integrity and Curiosity so that all are "Ready to learn; Prepared to flourish."

"He makes the whole body fit together perfectly. As each part does its own special work, it helps the other parts grow, so the whole body is healthy and growing and full of love."

Ephesians 4:16



Vision, Mission and Values

Our Vision

To create a community where everyone is ready to learn and prepared to flourish.

As a deeply Christian Church Trust aiming to serve the common good, we enable both Church and Community schools to flourish. All our children need and deserve schools with loving cultures, aspirational curriculums and inspiring provision. We provide children with the skills, knowledge and experiences to thrive academically, socially and spiritually so that they are prepared for a future full of opportunity.

With Jesus' promise of life in all its fullness we strive every day to ensure our children know they are valued, understood, supported and loved. We share their hopes and aspirations and provide a well-rounded education that celebrates success.

The future our children are going into is increasingly uncertain, and we need to enable them to become adaptable, resilient, confident, tolerant and highly literate individuals both for their lives today and tomorrow.

We won't do this in isolation. We know that, "We are strongest working together in Unity" (1 Corinthians 12:12) therefore we will work beyond our Trust with local schools, the community and the Church. In addition, we will work more broadly across the region and system, so that we can learn from each other, harness best practice, access the latest research, and secure the expertise of those beyond the school system who share our moral purpose for children.

We want our children to flourish across their lives.

Our Mission

Infinity Academies Trust exists to improve the outcomes and opportunities of every pupil and every colleague working in our academies.

Our Values



Integrity

"Dear children, let us not love with words or speech but with actions and in truth."

1 John 3:18



Love

"Let all that you do be done with love."

Corinthians 16:14



Hope

"The light shines in the darkness, and the darkness has not overcome it."

John 1:5



Curiosity

"Call to me and I will answer you and will tell you great and hidden things that you have not known."

Jeremiah 33:3



Unity

"There is neither Jew nor Greek, slave nor free, male nor female for you are all one in Christ Jesus."

Galatians 3:28

Our Core Services Offer

Our academies receive a range of regular 'back office' support across the following areas:

- Complaints Management
- DPO
- Estates Management and Statutory Compliance
- Finance
- Governance
- GDPR and Legal Support
- Health and Safety
- HR
- IT Support
- Operations
- Premises Development
- Premises Management
- Policy Management and Oversight
- Risk Management

Our Core Services Commitment

It is the aim of the Core Services team to ensure that we continue to develop and evolve a professional service, which provides a consistent approach and delivers best practice to all stakeholders within the Trust.

With the support of our Core Service, the service we deliver enables our Academy Headteachers to focus on providing excellent learning provision.



Infinity Equity Fund

Following a great deal of discussion and exploration, Infinity Academies Trust now has a centralised fund in place that makes best use of our finances and support structures in order to support our academy leaders to do what they do best – supporting our brilliant children.

In addition, this allows us to further maximise our resources so we can continue to invest in the education that our children receive, development opportunities for all staff and our buildings and infrastructure.

How does it work?

The Infinity Equity Fund is a centralised pool of funding that combines all the financial resources received for the academies within the MAT. The fund is managed by the central finance team which allocates the fund fairly across our different schools.

The main goal is to ensure that resources are distributed in a way that addresses the specific needs of each school, particularly to smooth out funding disparities and direct support to schools that require investment in education, facilities or meeting our Trust policies and objectives. It also allows us to maximise our resources and invest more effectively in our schools, staff development and infrastructure.

While there are still support teams in each individual school, our HR, Estates, Finance and Administration functions are also managed centrally.

Benefits

Bringing together staff in these services has many tangible benefits. This includes:

- It allows for specialised expertise. Dedicated finance, people, and estates professionals can provide targeted support and professional development to academy staff.
- Centralised functions free up academy education leaders' time to address educational excellence, pupil outcomes, and long-term planning.
- Strategic HR decisions (including talent management and succession planning) become more feasible when handled centrally.
- Standardised processes and thinking improve the quality of services provided.
- Efficiencies in terms of economies of scale, the reduction of duplication of work and leveraging bulk purchasing options.
- We also have a pool of people who understand each school – so, if someone leaves, all their knowledge does not go with them.



Finance

Infinity's Finance Directorate works closely with the other directorates within the core services, including HR and Operations, to oversee the financial operations.

The Trust has established a set of key financial processes and procedures supported by our financial handbook and policies to support the function of finance across the Trust. Academies benefit from a consistent approach to financial matters and this demonstrates compliance with the relevant external stakeholders.

Finance

- Financial benchmarking
- Centralised budget setting on behalf of the individual academies
- Overseeing internal and external audits
- Maintaining financial policies and procedures
- Support with finance training, implementation and academy conversion
- Monitoring of pupil admissions



HR

Infinity's HR directorate works closely with our Headteachers and leaders, providing comprehensive service levels for all matters relating to the people that work for our organisation.

The Trust has established a set of HR policies, underpinned by our HR procedures and processes to support all of the academies across the Infinity Academies Trust. Our focus continues to be on the operational legal requirements to support all employees working for Infinity Academies Trust.

HR

- Access to the Trust's external HR partner
- Recruitment and retention monitoring
- New starter process
- Contract and personnel file templates
- Sickness absence management
- Apprenticeship recruitment
- Overview and audit of Single Central Record
- Payroll support, including pay awards and pensions

A bulletin featuring key finance and HR legislation updates is also circulated to academy leaders on a weekly basis.



Operations

Infinity's Operations Directorate oversees a wide range of business functions that contribute to the day-to-day running of academies.

Alongside managing the operations and maintenance of academy estates including health and safety, capital projects and compliance, the operations team also oversees other key areas of day-to-day activities. This includes the implementation of policies across the Trust, as well as managing relationships with the Trust's key suppliers including in relation to IT, data protection, risk management and legal support.

Estates Management and Statutory Compliance

- Access to a robust compliance monitoring system
- Annual Land and Building collection returns for the ESFA
- Collaboration and liaison with land owners (LA, Diocese and other local land owners)
- Regular and routine site checks for general maintenance, health and safety and redecoration

Health and Safety

- Health and Safety audits and support with remedial works

Administration

- The newly created post of Administration Manager has increased the support we are able to provide to our Administration Team.
- There is involvement with all aspects of the administration role supporting and streamlining the administrative team ensuring that there is compliance and consistency across this area of functionality.

IT Support

- A Trust-wide strategy for IT support, including management of the relationship with the Trust's appointed IT partner
- Establishment of consistent wifi provision and fibre broadband to every academy site

Premises Management

- Regular site staff training
- Review of cleaning provision at all sites and regular monitoring inspections
- Procurement of cleaning materials and assistance with COSHH

Premises Development

- Planning, management and oversight of all elements of capital projects
- Applications for and management of related bids and grants

Policy Management and Oversight

- Trust-wide policy development and management
- Termly reviews of policy compliance, including statutory website compliance
- Business continuity planning and standard operating procedures

Risk Management

- A Trust-wide integrated Risk Management process

GDPR and Legal Support

- Access to the Trust's GDPR and Legal Support partner
- Support with GDPR, freedom of information and subject access requests
- Support with other legal matters arising



Core Services Developments

The newly created post of Administration Manager has meant that there is greater communication between the administrators across the Trust. The group routinely meets together once per term to ensure that there is a continued opportunity to network this is complemented by the regular use of Microsoft Teams and Chat.

Our team of site staff colleagues also meet on a regular basis throughout the academic year, strengthening their knowledge and understanding as they work together as a team.

Central Systems

Every academy within the Trust has access to a range of Trust-wide systems. These include:

- Assessment Tracking
- Compliance and Document Management
- Finance
- Health and Safety
- HR
- Management Information System (MIS)
- Payroll
- Policies
- Risk Management
- Staff Recruitment, Appointment and Induction
- Safeguarding
- Staff and Governor Training



Supporting the Academy Conversion Process

Our team have a wealth of experience in academy conversion and have developed a step-by-step process to support school leaders and governors throughout the journey to becoming part of the Infinity family.

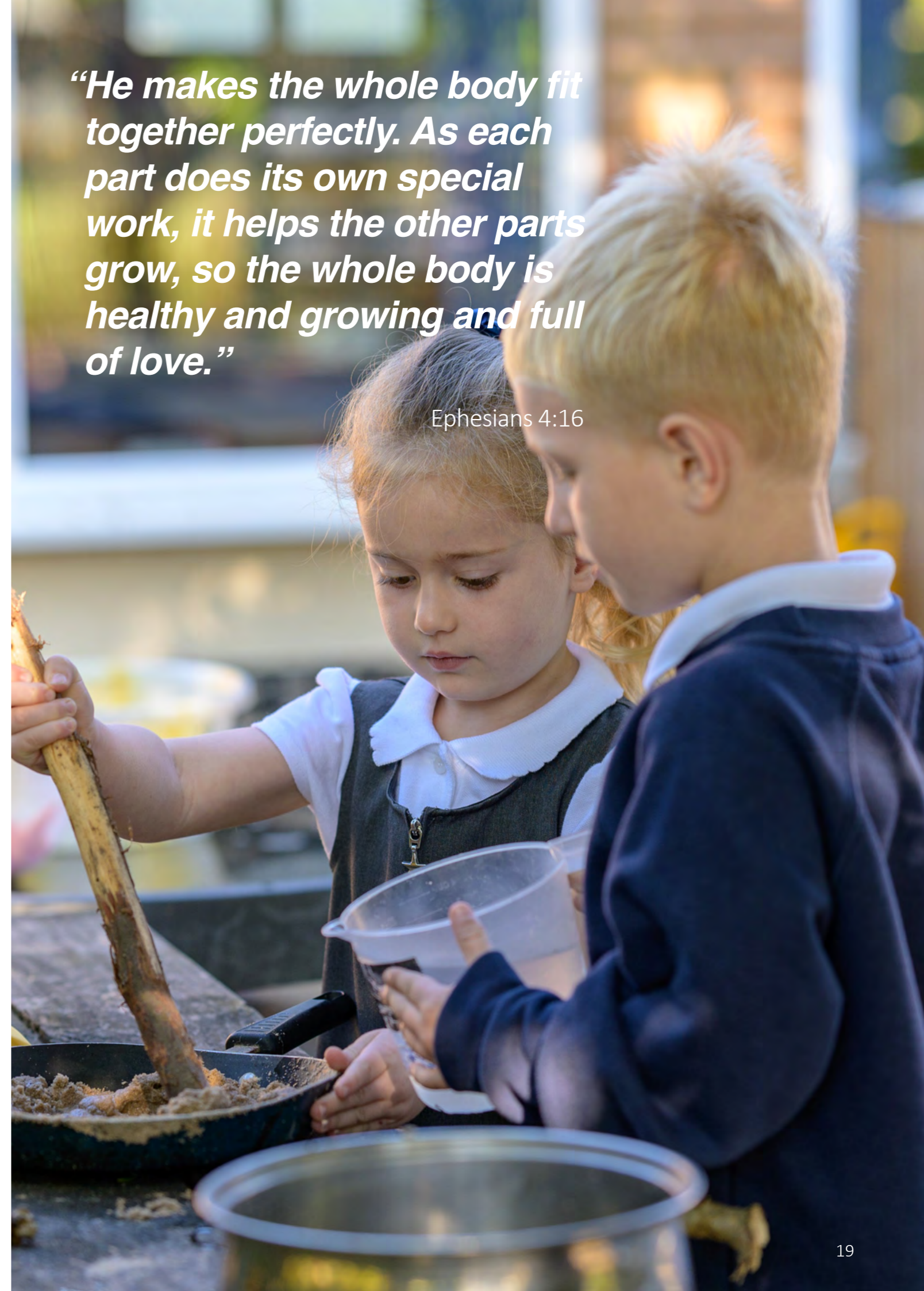
This includes:

- Designating a dedicated project lead at Infinity to oversee the conversion timeline
- Liaising with the transfer school's leadership team and governors
- Working with the RSC, DfE, Diocese, LA and other stakeholders at key milestones throughout the process
- Undertaking due diligence for the proposed arrangement
- Providing support with the community consultation and TUPE process
- Managing the legal process in collaboration with the Trust's designated solicitor
- Working with Headteachers and School Business Managers to notify suppliers and contractors about the arrangements
- Building relationships with teams across the school, offering support and advice where required, in preparation for joining the Trust

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About Infinity Academies Trust

Infinity Academies Trust is a growing family of Church and community academies, serving a wide number of different communities across Lincolnshire.

Through our like-minded approach and opportunities to work together, we ensure that our children are **ready to learn and prepared to flourish** throughout their lives.

We respond to the individual needs of our academies, enabling them to put children at the heart of all that they do.

The Trust has also won a number of awards for supporting and developing our staff to be the best they can be.

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