

## BEST VALUE STATEMENT FOR THE ACADEMIC YEAR 2019-20

Best value should result in partnerships with key stakeholders to ensure that there is continual review, challenge and improvement in the use of resources to lead to:

- The raising of educational standards
- Continuous improvement

The four key principles of best value are known as the four 'C's, Challenge, Compare, Consult, Compete

- **Challenge** - Is the academy's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?
- **Compare** - How does the academy's student performance and financial performance compare with all schools/academies? How does it compare with LA schools and academies? How does it compare with similar schools/academies?
- **Consult** - How does the academy seek the views of stakeholders about the services the academy provides?
- **Compete** - How does the academy secure efficient and effective services? Are services of appropriate quality, economic?

Trustees and academy managers will apply the principles of best value outlined above to secure continuous improvement and are committed to achieving best value in all decisions made. In particular we will:

- Regularly review the functions of the academy, challenging how and why services are provided and setting targets and performance indicators to secure improvement
- Monitor outcomes, compare performance with similar schools/academies but also throughout the academy
- Consult appropriate stakeholders before major decisions are made
- Promote fair competition by obtaining quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way

We will strive to ensure that the academy is using its resources effectively to meet the needs of students.

The academy has in place a strategy and set of guidelines, up-dated annually, which will ensure that best value will be reviewed and demonstrated. This year in particular we will:

- Urgently improve the progress of all pupils and raise attainment in all subjects
- Improve the quality of teaching, learning and assessment so that it is good or better across all subjects so that outcomes are improved for all
- Improve the effectiveness of leaders and Trustees so that they can secure rapid and sustained improvement to teaching and outcomes for pupils

### The key next steps are:

- All teaching needs to be routinely above Teacher Standards
- Focus on quality first teaching and evidencing progress at Key Stage 3 and 4
- Address gaps linked to staff absence
- Urgently address the budget challenges
- Ensure value for money in all areas of the academy particularly in relation to staffing costs

- Increase the number of students into the academy in Year 7
- Build upon partnership opportunities with the support of Carlton Bolling with a view to joining their MAT.
- Role of Middle leaders enhanced and more targeted CPD.
- Continually monitor Service Level Agreements and amend as required; notable items for the 2019/20 financial year include:
  - a) Provision of support from Carlton Bolling to cover a number of areas
  - b) Liability (Employees and Public) and contents insurance is taken out through Zurich
  - c) Building related costs are subject to the PFI and related charges. We are unable to challenge value for money at this stage.
  - d) Governor clerking services will be undertaken by Bradford MDC. We will continue to subscribe to the LA training services for Trustees.
  - e) Repair and maintenance and planned maintenance is part of the PFI programme and is monitored by all staff but Head of School by the Operations Manager on behalf of the Trustees and Head of School. Regular meetings take place with the PFI team and schedules of proposed work are provided by them. Bradford MDC also has a monitoring role to play in the process.
  - f) The contract for payroll support has been purchased from Data Plan. Outsourcing will support audit and government returns.
  - g) The academy purchases the services of Bradford MDC regarding the provision of HR Support (Fusion HR) in addition to HR services from Carlton Bolling (Through an SLA for a number of services).

#### **Trustees and academy managers will not:**

- waste time and resources on investigating minor areas where few improvements can be made
- waste time and resources to make minor savings in costs
- waste time and resources by seeking tenders for minor supplies and services

The pursuit of minor improvements or savings is not cost effective if the administration involves substantial time or costs and can distract management from priority areas.

#### **Staffing**

Trustees and academy managers will deploy staff to provide best value in terms of quality of teaching, quality of learning and curriculum management. In addition, support staff functions will be configured to provide effective support for the delivery of teaching & learning.

#### **CPD**

Effective and high-quality professional development opportunities will be provided and in-house professional development will be used where appropriate.

#### **Use of Premises**

Trustees and academy managers will consider the allocation and use of teaching areas, support areas and communal areas, to provide the best environment for teaching & learning, for support services, and for communal access to central resources.

#### **Use of Resources**

Trustees and academy managers will deploy equipment, materials and services to provide students and staff with resources which support quality of teaching and learning.

## **Purchasing**

Procedures are in place to assess need and obtain goods and services which provide “best value” in terms of suitability, efficiency, time, and cost. These procedures will be kept under review and developed and improved in consultation with Trustees when required.

## **Student Welfare**

Trustees and academy managers will review the quality of the academy environment and the academy ethos, in order to provide a supportive environment conducive to learning.

## **Health & Safety**

Trustees and academy managers will review the quality of the academy environment and equipment, carrying out risk assessments where appropriate, in order to provide a safe working environment for students, staff and visitors. A number of officers have completed IOSH training.

Appendix 5a

## **Hire of Facilities**

The letting/hire is permitted by the academy and its Board of Trustees on the understanding that the following rules, procedures and any specific academy policies provided to you are adhered to at all times. The academy and its Board of Trustees reserve the right to refuse any application to hire facilities without reason to the hirer if they feel such a letting is not in the interest of the academy. The person(s) signing the lettings agreement on behalf of the hirer are personally responsible for ensuring these terms and conditions and any other appropriate academy policies and procedures are fully complied with.

## **Conditions of Hire**

### **1. Accounts, Holidays & Cancellations**

- i. All invoices will be raised in advance of the letting period i.e. at the beginning of the month for that month. The cost of the hire is payable immediately upon receipt of the invoice, to the finance department at the academy, cheques should be made payable to University Academy Keighley.
- ii. Failure to settle the account by the due date can invalidate the letting agreement and mean the letting is terminated with immediate effect.
- iii. If you do not agree to an account, please contact the academy Finance Office immediately.
- iv. UAK reserves the right to cancel any hire without reason. Academy activities always take precedence over any hire. This would result in a full refund.
- v. The charge for facilities staff (if required) is the actual cost to the academy and includes National Insurance, superannuation and travel costs.
- vi. The scale of charges is reviewed annually each April and any changes will take effect the following September.

### **2. Fire Regulations**

- i. Hirers will acquaint themselves immediately with the lettings personnel, who will then point out to you the fire evacuation procedure and assembly point, fire doors, fire appliances, telephone and emergency contact details.
- ii. In the event of a fire dial 999 and evacuate the building immediately closing all doors and windows and if possible turning off any electrical appliances in use and assemble at the designated evacuation point. After raising the alarm you must speak to the named contact provided to you by the academy to advise them of the incident. It is your responsibility to take a roll call to see that everyone is out of the building. If anyone is missing, advise the fire brigade immediately upon their arrival.

### **3. Damage**

Damage of any kind (except that caused by a fire not related to the hirer, which is covered by academy insurance) sustained to the premises, fixtures and fittings, furniture and other contents belonging to the academy arising out of, or in connection with, the hire shall be made good at the expense of the hirer within one month to the satisfaction of the Head of School and or the PFI partner (where applicable).

### **4. Insurance**

Hirers will be required to indemnify the academy in respect of any claim for loss or damage to property or personal injury, accident or loss, death of any person arising out of the use of the premises by the hirer for a limit of liability of not less than £5m. The academy will require proof of insurance before a letting is agreed.

### **5. DBS Certificates & Safeguarding Evidence**

The academy will require evidence of an organisation's safeguarding procedures and certificates for relevant staff. Site of DBS Checks is required for those lettings involving activities with young persons or vulnerable adults, or where other young persons or vulnerable adults will be occupying the premises at the same time.

Hirers are responsible for letting the academy know any changes in members of staff and providing copies of the documents mentioned above.

### **6. Qualifications**

Anyone hiring the academy facilities must have the appropriate qualifications, and ensure that adequate supervision is in place for the numbers involved and the type of activity undertaken.

### **7. Use of Premises**

- a. The premises shall not be used for any purpose other than that for which permission has been granted. (This must be stated on the request to hire form).
- b. No articles may be left for a hire without the prior agreement of the Community Lettings Manager (CLM).
- c. Vehicles shall not be allowed on the playing fields. No unauthorised parking of vehicles will be permitted on academy premises.
- d. All vehicles left at the owners' risk.
- e. The number of persons using the premises shall not exceed the authorised number, which will be communicated to the hirer on completion of the request to hire form.
- f. No guarantee is given in respect of the number of chairs available. No transfer of furniture should be made between one hall or room and another by the hirer except by prior agreement with the academy lettings staff.
- g. The use of any materials for preparing floors for dance and the wearing of shoes likely to damage floors is prohibited. No black-soled trainers are allowed in the Sports Hall.

### **8. Licences**

No public performance of a play nor any cinematography exhibition nor any public dancing, singing, music or other public entertainment of the like shall be performed in the premises unless the necessary licence for the same shall first have been obtained by the hirer from the appropriate authority and all the necessary measures taken to fulfil the conditions of that licence.

### **9. Performing Rights Society**

Application must be made to this society where copyright material is to be used, it is the hirer's responsibility to comply with all appropriate laws.

#### **10. Flammable Substances**

No flammable substances should be brought into or stored or used on academy premises. Special effects and the use of pyrotechnics also require special written permissions from CLM.

#### **11. Alcohol, Drugs, Smoking & Gambling**

- a. The hirer must have permission from the academy before arranging for alcoholic drinks to be consumed on educational premises. The hirer is responsible for obtaining any licence necessary if intoxicating liquor is to be available during the hiring.
- b. Alcohol may not be brought on to the premises whilst the academy is in session and children present. All empty bottles/crates etc. must be removed from the premises after the hire and before the academy resumes.
- c. Drugs, smoking (including e cigarettes and vaping) are not acceptable at any time, by anyone, this includes external areas of the site. Drugs must not be brought onto, sold or consumed on academy premises. Gambling is not permitted under the terms of the letting agreement.

#### **12. Safety**

- a. The hirer must notify the CLM in advance if any movement of academy furniture or equipment is required. Hirers must NOT move academy property of furniture themselves.
- b. The hirer is responsible for the supervision, behaviour and safety of those attending any event they hold, this includes minimising trip and slip hazards, crowd control, providing the appropriate number of attendants, noise levels and general behaviour. Addressing these and any other safety issues should form part of the hirer's risk assessment for the event or activity.
- c. The hirer must not bring their own equipment on to site without the permission of the CLM. In addition to permission from the CLM any electrical appliances must be PAT tested.
- d. The hirer must familiarise themselves with all appropriate policies, procedures and risk assessments provided by or available upon request from the academy.
- e. It is the hirer's responsibility to provide adequate (qualified) first aid for the event. The hirer must report any accidents, incidents or building defects to the building supervisor immediately.
- f. Use of the academy cooking and catering facilities is not permitted unless prior written consent has been given by the academy. Where consent is obtained the hirer must have a valid basic hygiene certificate. Children must NOT be allowed in kitchen areas at any time unless supervised and risk assessed. This must be agreed in writing with the academy prior to the event.

#### **13. Transfer of Hire**

The hirer shall not transfer his/her agreement with the academy to another party under any circumstances.

#### **14. Cleaning and Security**

Unless otherwise indicated on your request to hire form, responsibility for cleaning areas used after a letting will be that of the hirer. Hirers are responsible for their own personal security & property and ensuring the security of the academy building is not compromised. The hirer should ensure that any window/doors/gates etc. are kept

closed and/or locked as instructed by the CLM. The lettings staff or security team will be responsible for opening and closing the building and setting the alarm unless otherwise indicated.

**Contact Telephone Numbers for Hirers:**

**Venue Reception**

**01535 297285**

**Community Lettings Manager**

**07841020723**

**Finance Team**

**01535 210333 Option 4**