



SIPS Services Overview

2023 – 2024



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Catering Service

In a region such as ours, hot meals at lunchtime are a lifeline for families and we can't underestimate the importance of a consistently good quality meals and their impact on health and learning.

It goes without saying that these last few years have been particularly challenging for schools, and for our catering service, where every area of expenditure has seen cost increases far in excess of those we have ever experienced before. Many of these challenges remain, and with this in mind we have reviewed all aspects of the service to strengthen our resilience and keep charges as keen as we can.

We are grateful to our customers, both schools and pupils, for their loyalty – and to new and returning customers as we have gained and continue to gain new business.

We believe that three key elements at the core of excellent school catering; they are at the heart of everything we do, and they demonstrate our commitment to providing a sustainable catering service to your pupils and their families...

Food - Our offering is quality assured through responsible procurement, legislative compliance, and robust operational policies. High-quality ingredients are used to prepare fresh and nutritious meals each day. Menus are created and monitored by our team of school food professionals, and uptake promoted through engaging and exciting theme days. Despite ongoing challenges within the supply chain, we haven't economised on portion sizes; servings across all food groups are generously in line with School Food Standards. We are committed to further reducing waste but will not compromise on the food offering to our customers. We actively support SIPS' Net Zero pledge to minimise our carbon footprint, with colleagues signing up to an 'Energy Reduction Pledge' to reduce the use of energy in the kitchens.

People – Our entire catering team working together to provide a welcoming and nurturing environment. Our school-based employees are ambassadors of our service, and we are committed to empowering them to provide consistently high-quality meals and excellent customer care.

As a fair and responsible employer of a local workforce, we support the National Living Wage. Labour is a large percentage of our catering budget, and we regularly review allocated hours to make sure that our kitchens are managed safely, efficiently and that our colleagues have time to welcome and engage with customers. We invest in the continuous professional development of our kitchen teams by providing accredited technical training to ensure legislative compliance, maintain and enhance craft and presentation skills, share ideas, promote good practice, and to provide career and succession planning opportunities. All training is created and delivered within the framework of our own 'PRIDE' care charter – our commitment to our customers and to each other.

Partnership - Creating and maintaining a trusted relationship with the whole school community, based on transparency and an innovative, bespoke approach to support the individuality of your school. We are committed to the ongoing provision of a comprehensive service, further developing our partnership approach through your dedicated Area Catering Manager, supported by a Catering Support Supervisor who delivers one-to-one and development support for all kitchen staff. In addition we provide regular communication and updates from our Catering Senior Leadership Team, contract monitoring and performance reviews. We are always keen to engage with the whole school community to build trust and share information, and attend parent events including Reception intake days, offering a warm welcome to SIPS catering, complete with welcome letter and menus.

During a time when it's more important than ever for schools to have a provider who shares their ethos, we are working tirelessly to keep pupils at the forefront of everything we do, and continue to nurture our valued partnerships with our members and their communities.

Product Name	Product Description
School Meals Service	School Meals Service

Finance Service

Our growing schools finance team offers tailored support to school leadership and business management teams, to help unravel the numbers and assist with budgeting and monitoring – leaving you more time to focus on education and welfare.

Whether you're a primary or secondary school, maintained or academy, our highly experienced team offers an unrivalled level of service, helping to plan and set realistic budgets, provide outturn forecasts, and produce three to five-year projections. This is complemented by detailed monitoring of budgets and managing schools' cashflows.

Key areas also include transactional aspects such as payroll, VAT returns, reconciliation of bank accounts and assistance with DfE statutory returns.

After consulting with your school's SLT, detailed monitoring reports are produced, using the Access Education Budgets software which is provided and supported by SIPS. These are then presented to the governing body at finance and staffing meetings, highlighting any significant variances, potential savings and report a projected outturn position.

Product Name	Product Description
FMS Support	Support for FMS
Finance Support Service	Finance Support Service
Finance Support Service - Bank Reconciliation	Finance Support Service - Bank Reconciliation
Finance Support Service - School Fund Audit	Finance Support Service - School Fund Audit
Finance Support Service - Monthly Management Accounts	Finance Support Service - Monthly Management Accounts
Finance Support Service - ESFA Returns	Finance Support Service - ESFA Returns
Finance Support Service - Additional Monitoring Report	Finance Support Service - Additional Monitoring Report
Access Education Budgets License for Schools and Academies	Access Education Budgets License for Schools and Academies
Access Education Budgets Support	Support for Access Education Budgets



Governance Services

We are really proud of our professional clerking and advice service, conducting around 3000 meetings a year with 270 Governing Boards and around 2800 governors, with a unique offer tailored to each board

- Professional and qualified support to governing boards, the chair of governors and individual governors
- Accurate and timely efficient clerking of meetings with comprehensive and structured minutes
- Best practice aligned to the latest thinking in the world of education
- Over 40 Governance Professionals covering 10 LAs supporting each and every school with bespoke solutions

In addition to our main service line

- we are contracted by Sandwell MBC to provide statutory governance support for Sandwell maintained schools
- we offer a comprehensive governor training package
- access to an online portal (Governor hub) as well as a bundle of packages at discounted rates
- Full and mini-Governance Reviews

Product Name	Product Description
GovernorHub/The Key Subscription	A GDPR compliant online portal system designed to help boards run efficiently and store information. Available at discounted rates.
Clerking, Advice and Support Service	A comprehensive high quality governance professional clerking service to support the efficient functioning of any Governing Board, offering advice and guidance on all aspects of governance.
Governance Reviews	A review of governance structures, operations and performance across the board.
Governor Training Package	Governor Training on request, bespoke for your Governing Board. Governor Training Package – comprehensive training package for your whole Governing Board. Once purchased Governors can access as many courses as they need.



HR Services

We know that people management can be a minefield – opportunities, challenges and issues which can be time consuming but often need resolving quickly. Our HR solutions are available as an annual subscription or on a ‘pay as you go’ basis.

We offer a comprehensive Schools HR Consultancy and Transactional service, along with training,

Early Careers Teachers (ECT) and Education Business Partnerships (EBP).

The Education Business Partnership (EBP) provide work related and enterprise education covering a wide range of topics such as raising aspirations, mock interviews, presentation skills, preparation for work experience and enterprise skills.

Product Name	Product Description
ECT Statutory Appropriate Body Service, Registration and Admin	Early Career Teacher Statutory Appropriate Body Service including Registration and Administration
HR Service	Comprehensive HR Consultancy and Transactional Service including advice and guidance on management of absence, disciplinaries, grievance and other employment matters etc. Processing of contract variations, new starters including pre-employment checks, recruitment, working with a range of terms and conditions
Employee Assistance Programme	Employee Assistance Programme
Safer Recruitment Training	Safer Recruitment Training
HR Training	Training for leaders and governors on management of absence, disciplinaries, investigations, appraisal, difficult conversations etc
Single Central Record Audit	A comprehensive Single Central Records Audit and report with recommendations to ensure compliance with latest legislation and statutory guidance
Investigation Services	Employee investigations, bullying and harassment investigations, parental complaints
Recruitment	Placing adverts, recruitment correspondence and pre-employment clearances
DBS Umbrella Body Service	Including volunteer, standard and enhanced checks
Occupational Health	New starter clearances and management referrals.
Work Experience	Database subscription, launch assembly, placement checks and pupil sessions
Work-related Learning	Enterprise challenges, mock interviews, bespoke events

IT Services

At SIPS IT we want to be your trusted partner for all your IT requirements. With an extensive team of experts, we share your passion for giving young people a rewarding learning experience. Technology should be an enabler to improving school development and overall learning outcomes and here at SIPS IT we want to support you with this, offering a range of services and expertise and importantly value for money solutions

Focussing on

- The effective day to day management of your school systems and data ensuring the technology you use is available when you need it.
- That you school is a safe and secure place to work and learn.
- Optimising technologies & exploring new to enhance the teaching and learning across your school.

Our 'can-do' attitude means we work hard to consistently exceed your expectations with hands on prompt responses and every one of our team is involved in customer support

- MIS & Business Support
- Technical Support (on-site & remote)
- IT Consultancy & Managed Solutions
- IT Strategy & Investment Planning - working with you to plan for the future
- Safeguarding Services, protecting you and your students.
- Cyber Security & Data Protection Services
- Learning Solutions & Support
- Microsoft Azure & 365 & Google for Education, G-Suite
- IT Procurement Services, offering best value products, including licencing.
- Infrastructure (networks, telephony, servers & storage)

Product Name	Product Description
SIMS Support	Base & business support for all SIMS modules
Arbor Support	Base & business support for Arbor
Bromcom Support	Base & business support for Bromcom MIS
SCOMIS Hosting	Cloud hosting for SIMS
Tali Fund Manager	Support for Talli Fund Manager
SIMS Exam Organiser Support	SIMS Exam Organiser Support
Upgrade & Migration Services	Migration & upgrade support for your MIS
Senso Safeguarding	Online Monitoring & Classroom Support
teamSOS	teamSOS - On call incident management & response
MyConcern	Record & manage all Safeguarding concerns
Inventry	Access control system to protect your school
Onsite Technician Service	Flexible, onsite technical support
Remote Technical Support Services	Remote Technical Support Services
IT Procurement & Install Services	Value for money hardware & software sales & installation
Filesafe	Cloud backup & storage for your data
DNS & Domain Management	Support for your web domains
NGFL Connectivity Support	Connectivity, Firewall & Filtering Support
Web Hosting	Hosting facility for your website
Smartgrade	Smarter standardised assessment app
Carousel	Quizzing software to enhance & reinforce learning
Training Services	A range of training for your staff
IT Consultancy	Expert advice & guidance across all IT services



Music and Arts (Sandwell Schools only)

Music and the Arts are integral to inspiring self-expression and personal growth in children and young people. SIPS specialist music teachers offer a range of activities, tuition, and support to ensure equal and inclusive access for all children and young people across Sandwell.

SIPS Music and Arts Service are the lead organisation for Sandwell Music Education Hub (SMEH) one of 120 Music Education Hubs funded by central government through Arts Council England. Each Hub has to meet and respond to local needs and fulfil core and extension roles set out by the National Plan for music education and the Arts Council England. We engage with 92 out of 121 Sandwell Schools and loan thousands of instruments to the borough's children – free of charge!

Arts Council England Core Roles for Music Education Hubs:

- Ensure every child aged 5 to 18 has the opportunity to learn a musical instrument (other than voice) through whole-class ensemble teaching programmes.
- Provide opportunities to play in ensembles and to perform from an early stage.
- Ensure that clear progression routes are available and affordable to all young people.

We continue to work with Sandwell schools to build and support their music offer. It is our goal to encourage every school in Sandwell to work with us, so that there is an equity of opportunity for children to learn a musical instrument during their time at school.

As well as employing 46 music teacher specialists, we are dedicated in providing music training for Sandwell teachers to develop their key skills and knowledge of

music teaching to meet the needs and requirements of Music education in your school.

We are working with local partners to create more exciting large-scale events for children in our area. We have diversified our Advisory board and our Equity, Diversity and Inclusion strategy continues to develop with support and guidance from MAC Makes Music. We have brought Youth Voice into our decision-making processes through an annual School survey for children and young people.

We believe music can change lives, enabling lifelong participation and enjoyment, impacting on wellbeing and good mental health. 36% of our workforce went to school and learnt an instrument in a Sandwell school, as a service we are proud of our community and understand its needs.

We are committed to ensuring equality of opportunity for all pupils, regardless of race, gender, parental income, whether they have additional needs or disabilities or they are a child in care. Like schools, we are committed to self-improvement as a learning organisation. Our range of services for schools are supported further by the highly subsidised opportunities that exist outside of school for Sandwell's children, including music 12 progressive bands, choirs, and orchestras. In 22-23 we aim to introduce SIPS Community Music Clubs and Choirs to support our commitment to support cultural development in and across Sandwell communities

We offer a range of service lines that can be considered in greater details on our website and service brochure <https://sandwellmusic.org/wp-content/uploads/2022/04/SIPS-music-brochure.pdf>

Product Name	Product Description
Small Group and 1:1 Instrumental Lesson	Students learning an instrument/voice in a small group or individually
Whole Class Instrumental Tuition	Students learning an instrument within their whole class, following Music NC guidance
Music Curriculum Support	Supporting weekly classroom music and vocal lessons
GCSE/BTEC/A level Support	Specialist support music tuition
Extended School Activity	Music groups outside of guided learning hours
CPD School Support	Developing skills of music teaching, knowledge and understanding for school-based staff
Music & Arts Workshops	Bespoke to school needs
Project Work	Half termly Music projects to support schools
Music Directing	Specialist support and lead for school performances/shows/Concerts
Music Accompaniment	Musical accompaniment of students



Safety Management Services

KEEPING YOUR SCHOOL SAFE: For school leaders and governors, managing risks is of paramount importance, but it's a huge responsibility and wide reaching; SIPS is here to professionally support you and your staff at every step.

We provide the following services:

Product Name	Product Description
Health, Safety and Site Facilities:	Provision of specialist technical advice and support in line with current legislation and your legal responsibilities. From H&S policy, guidance and procedures to investigations, H&S and cleaning audits/training. There are a variety of packages available including bespoke to support your needs.
Health & Safety Training Programme:	A comprehensive portfolio of Health and Safety courses tailored to all school staff. Courses include accredited and non-accredited, eLearning, First Aid, bespoke and flexible, bite-size courses.
Fire Safety Management	Provision of specialist technical advice and support including the provision of a fire risk assessment, that meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment will comprise of a full site survey, including schematic building plans. Supporting your building requirements through communication with the Fire Enforcing Authority if required. Specific fire related training available as well as In the Line of Fire online training course for all your staff.
Data Protection (GDPR)	Accredited Data Protection Officer advice and support provided to either your in-house DPO or Data Protection lead in school. We help to ensure that your data protection processes, policies and procedures are robust and comply with all GDPR Principles. We provide you with the confidence to safeguard data effectively by carrying out data walks around school, data audits and step by step support when responding to Subject Access Requests, Freedom of Information Requests, and breaches.

SIPS Services Interest Form

Name:		School:	
Position held:		Email:	

Please indicate the service(s) you are interested in:

Catering Service	Tick here	IT Services	Tick Here
School Meals Service		SIMS Support	
Financial Service	Tick here	Arbor Support	
FMS Support		Bromcom Support	
Finance Support Service		SCOMIS Hosting	
Finance Support Service - Bank Reconciliation		Tali Fund Manager	
Finance Support Service - School Fund Audit		SIMS Exam Organiser Support	
Finance Support Service - Monthly Management Accounts		Upgrade & Migration Services	
Finance Support Service - ESFA Returns		Senso Safeguarding	
Finance Support Service - Additional Monitoring Report		teamSOS	
Access Education Budgeting Licence Schools and Academies		MyConcern	
Access Education Budgeting Support		Inventry	
Governance Service	Tick here	Onsite Technician Service	
GovernorHub/The Key Subscription		Remote Technical Support Services	
Clerking, Advice and Support Service		IT Procurement & Install Services	
Governance Reviews		Filesafe	
Governor Training Package		DNS & Domain Management	
HR Services	Tick here	NGFL Connectivity Support	
ECT Statutory Appropriate Body Service, Registration & Admin		Web Hosting	
HR Service		Smartgrade	
Employee Assistance Programme		Carousel	
Safer Recruitment Training		Training Services	
HR Training		IT Consultancy	
Single Central Record Audit		Music and Arts	Tick Here
Investigation Services		(Sandwell Schools only)	
Recruitment		Small Group and 1:1 Instrumental Lesson	
DBS Umbrella Body Service		Whole Class Instrumental Tuition	
Occupational Health		Music Curriculum Support	
Work Experience		GCSE/BTEC/A level Support	
Work-related Learning		Extended School Activity	
Safety Managements Services	Tick Here	CPD School Support	
Health, Safety and Site Facilities:		Music & Arts Workshops	
Health & Safety Training Programme:		Project Work	
Fire Safety Management		Music Directing	
Data Protection (GDPR)		Music Accompaniment	

Information provided on this form will be processed in accordance with the requirements of the General Data Protection Regulation 2018. For more information on how we use your data, please see our Privacy Notice on our SIPS Website.



SIPS: Here to help...

0121 296 3000

enquiries@sips.co.uk

www.sips.co.uk

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