TCS Implementation Report – Appendix 2

Examples of action plans

Owner:	**Y McCracken**	Reduce number of HTs to 42 - establishing new shared headships
Recommendation Number:	**39**	
Working Group members	G Rodger/Y McCracken/ H Ross/ Topping/ K Miller + nominated headteachers	

Key Actions	**TIMESCALE**			
	Feb - March 09	**April - June 09**	**July - Sept 09**	**Oct - Dec 09**
1. Model across 6 Learning Communities establishing: a. Match of existing heads to new posts b. Review action points, c. Job size new posts and changed posts within schools, d. ER/VS opportunities - work with Finance to validate and agree budget to release staff to achieve new model e. Matching and redeployment requirements, f. DHT vacancies and potential for redeployment.	Start	Completion		
2. Work with HR consultant to plan & execute steps from present to new model: a. Work with teaching staff protocol to exemplify scenarios that reflect range of situations across schools, b. Devise roles & responsibilities paper from this for all managers - giving security to managers & reducing risk of claims, c. Use modelling exercise (as above) to gauge exact actions that require to be taken & timescales to meet for legislative letters & consultation periods. d. Integrate timescale for Parent Council involvement and discuss with parent councils through LC meetings e. Offer training to relevant PCs on HT recruitment process	Start	Completion		

Key Actions	TIMESCALE			
	Feb - March 09	**April - June 09**	**July - Sept 09**	**Oct - Dec 09**
3. Communicate with Heads through: a. GR letter and prompts to support Heads in giving info to staff & parents b. HT meetings in Jan (almost completed) c. 1:1 HT meetings as needed for specific situations (about 6 per week timetables in) d. Feb 24th all HT's in Cross Keys - sharing project group briefs for the group work described here, group discussions on ideas, suggestions, areas of concern, e. Working groups serving dual purpose of taking work forward and 'sounding boards'.	Start		Completion	
4. Set up HT groups to establish protocols for the operation of shared headships: a. 'Running two Schools' - Practical arrangements, including IT, budgets - parent council requirements, use/protocols for admin support when HT out of school, support staff in shared headship, contractual issues, timetabling, staff protocols, managing time, b. The role of the Annexe B teacher (within a wider group across types of headships), c. 'Leading two schools', including SIPs, curriculum planning, leadership issues/opportunities, pupil/parental involvement, deployment of staff, d. Managing workload within TP21 agreement, including agreement & protocol on evening commitments (to cover all types of headship), e. Parents Councils to discuss papers produced by the HTs & join HT group for further discussions/adjustments, f. Engagement with pupils in shared headship schools - groups to devise information sheet/leaflet. LNCT Agreements to be reviewed/rewritten to reflect changes through TCS or to be expunged as not pertinent to LNCT business - Agreements to be taken to LNCT where appropriate.	Start			Completion

Owner:	C Jackson				
Recommendation Number:	83	As funding permits phase out regeneration kitchen - continue plans for secondary cashless catering			
Working Group members	C Jackson & A McIntyre				
Key Actions		TIMESCALE			
		Feb - March 09	April - June 09	July - Sept 09	Oct - Dec 09
1. Identify kitchen requirements & costs for transfer			Start		
2. Prioritise transfer based upon H&S and refurbishment requirements					
3. Bid into capital process					Completion