

Specialist leaders of education (SLE) Deployment evaluation form

Deployment details

Specialist Leader of Education details:	
Name:	Lynn Maritza
School name:	Elmwood School

Supported school details	
Supported school name:	New Horizons Learning Centre
Local authority:	South Gloucestershire
Headteacher name:	Tania Craig
Main school contact:	Katie Stewart
Name of commissioner:	Tania Craig
Deployment start date:	5 th June 2019
Time commitment agreed (e.g. length, number of days per week):	1 day

Review of Progress achieved during the Contract


For each of the targets that were identified in the original contract for the deployment, please summarise the **impact** made by the SLE and the **evidence** to support this.

Agreed targets	Progress made and evidence of impact	Rating (Red/ Amber/ Green)
To work with newly promoted Finance Manager, looking at systems implemented by previous School Business Manager, to improve effectiveness	<p>Investigated spreadsheets and systems currently in place. Agreed those that were redundant or excessive and advised on best practice moving forwards.</p> <p>Looked at previous audit report and advised on implementing recommendations.</p> <p>Evidence : More streamlined systems will be in place, reducing duplication of work and alleviating pressure on Finance Manager.</p>	Green


Advise on systems not currently in place	<p>Considered current systems and suggested that a "Safe Log" needs to be implemented (on return to Elmwood – example sent to Finance Manager for information)</p> <p>Discussed retention of documents. Agreed to supply Retention Guidance (on return to Elmwood – guidance sent to Katie for information)</p> <p>Evidence: Once implemented, improved compliance with Audit requirements</p>	Green
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Please evaluate the following using a RAG rating	Rating (Red/ Amber/ Green)
The SLE's role in facilitating support and influencing change	Green
The overall success of the deployment	Green


Additional comments (where unsatisfactory progress has been made, please identify reasons):



Please suggest how the partner/supported school can continue to make improvements in the focus area and the requirements for any additional support:



Signed _____ (SLE)

 _____ (Headteacher of supported school)

Date 25.6.19

NB, I just want to say a huge thanks for all your help, it was so useful and I really appreciate it.
 Thanks,
 Katie