



# **Business Management Consultancy Services**

**Providing a range of high quality, professional services to schools and academies across the Greater Manchester area**






Please find below the current services we offer. For further information on each service, including fees, please email Donna Cartwright at [office@visionmat.com](mailto:office@visionmat.com). Please note, as well as ensuring compliancy and best practice, we also ensure we meet the bespoke needs of each individual school / academy / MAT that we work with.

## Services

### Academy Conversion Support and Guidance Service






The conversion of a school to an academy, or the establishment of a MAT, are complicated and time consuming processes. We provide support and guidance throughout the transition, including advising on how to set up your new systems to ensure you are compliant with your new responsibilities.

Academy Conversion Support Package:

-  General overview talk on “The journey to becoming an academy or multi academy trust” including key considerations
-  Full support package for conversion
-  Pay as you go support for conversion
-  Post academisation support
-  Reviews for established MATs to ensure on-going compliancy

### Business Management Audit

We audit the systems and processes for each area below, providing a full report, identifying any gaps and providing recommendations to ensure compliancy and good practice.


-  Health and Safety
-  Estate Management
-  Marketing and Communications
-  Financial Management
-  HR
-  Governance
-  Procurement
-  GDPR
-  CPD for office staff

Options:



-  Full audit
-  Specific areas
-  Follow up audit to ensure action plan recommendations have been implemented

### Clerking Services

We provide high quality clerking services to maintained schools, academies and multi academy trust boards.

-  Clerking services

We also offer the following additional options:

-  Provide pre-agenda setting advice and guidance
-  Support in carrying out governing body/MAT Board skills audits