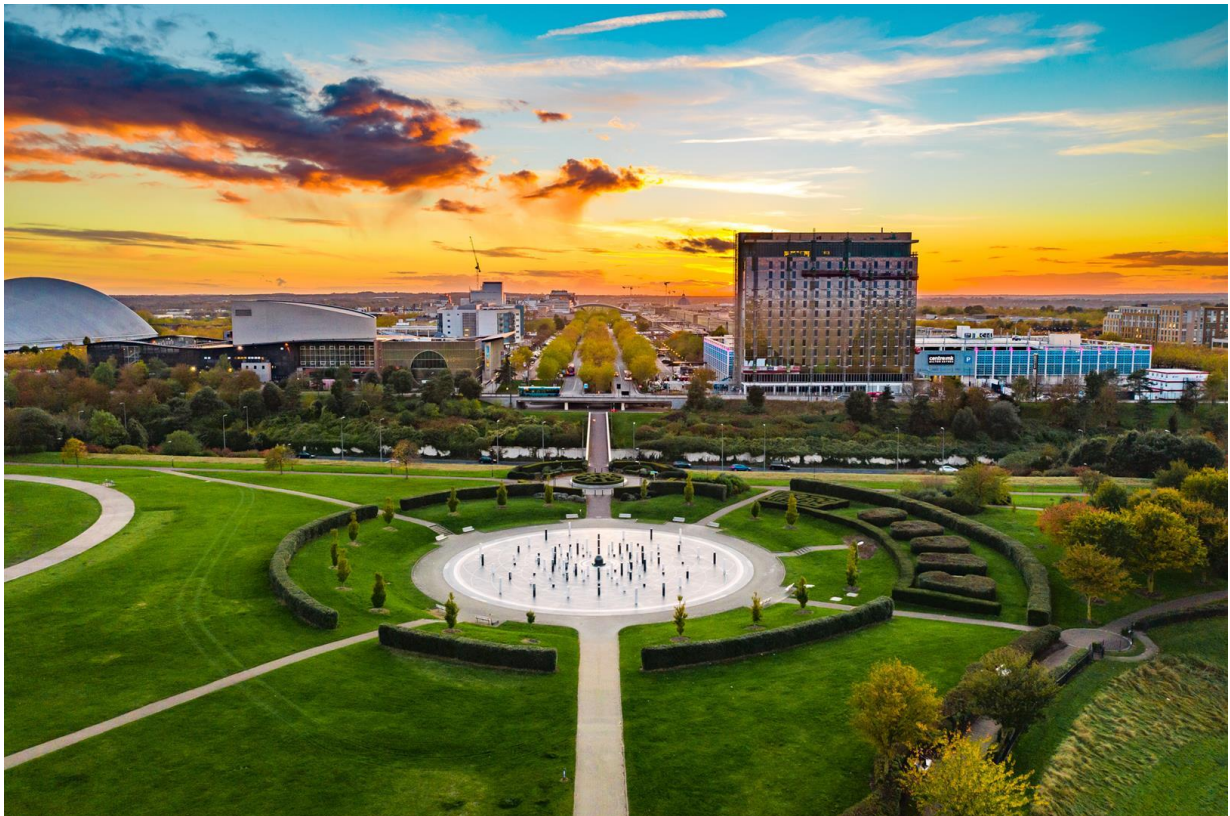


Education Services for Schools Brochure 2026/2027

for Maintained Schools and Academies



Prices are subject to MKCC 2026/2027 budget confirmation.

To ensure you always have the latest information, please check our website regularly for any updates.

Milton Keynes Professional Development Portal

www.mkpdp.org.uk

Contents

Get in touch

Education Services for Schools

Please use the contact details provided for each team to get in touch.

- Advertising: Job Adverts
- Governor Services: Clerking Support for Hearings
- Governor Services: Federations
- Governor Services: Governor Training and Development
- Governor Services: Lay Clerk Support
- Governor Services: Support for Maintained Governing Boards, Academy Trust Boards and Local Governing Bodies
- Music A: Music Service Support
- Music B: CPD - Developing Music Teaching in your school
- Music C: Preparing for an Ofsted Inspection
- Safeguarding Services: Safeguarding Audit
- School Improvement: Annual Evaluations
- School Improvement: Consultancy
- School Improvement: Ethnic Minority Achievement (EMA)
- School Improvement: Evolve for Academies
- School Improvement: Headteacher Performance Appraisal
- School Improvement: Interim Leader Appointments
- School Improvement: Senior Leader Appointments
- School Library Service



Education Services for Schools

This will generate a unique reference number. This can be used for any enquiries regarding that post.

- Ensure the accuracy of the advert
- Pay invoices in a timely manner

Length of agreement and notice period

This is a 'pay as use' service and does not have a notice period.

Services



Online job advert

Online advert placement for each vacant post (up to maximum of one calendar month).

01/04/2026 - 31/03/2027

Price: £70.00

Job re-advertisement

Extending the closing date of an existing advert by an additional calendar month.

01/04/2026 - 31/03/2027

Price: £58.00



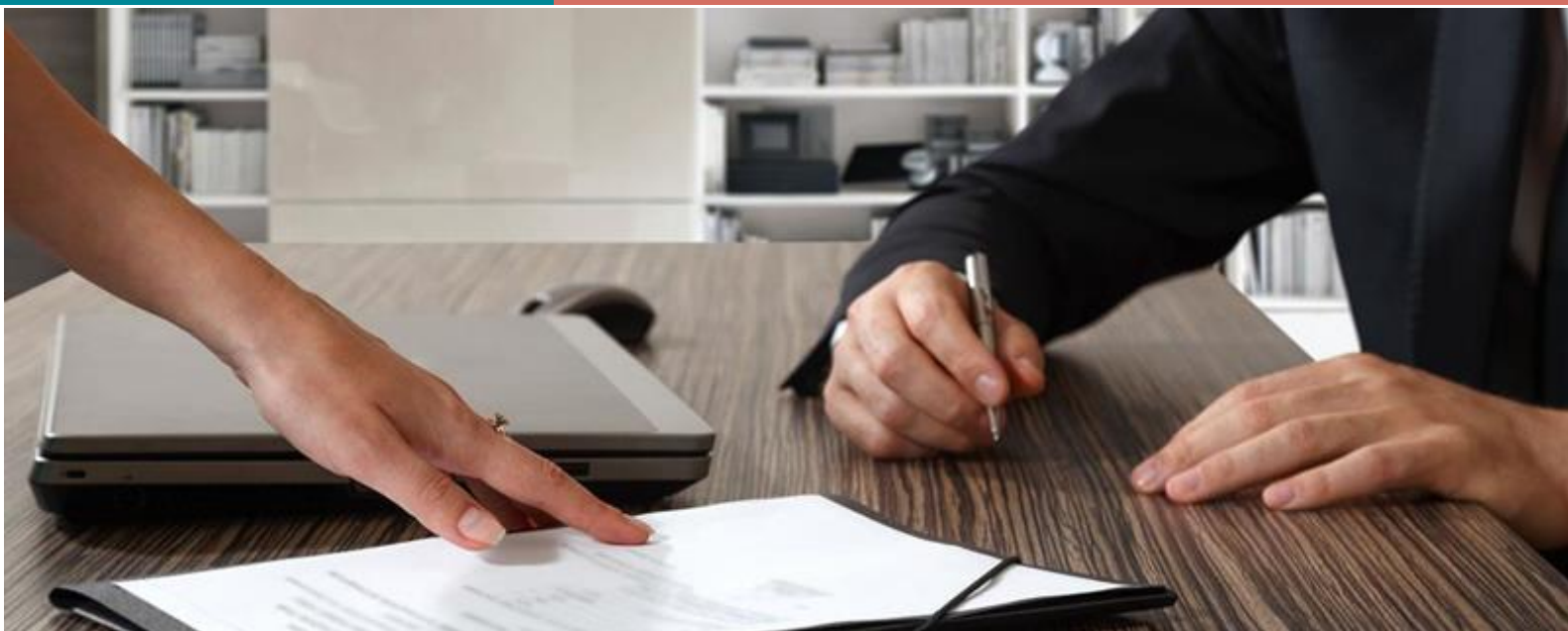
Ongoing job advert

Ongoing advert - up to three months

01/04/2026 - 31/03/2027

Price: £176.00





Governor Services: Clerking Support for Hearings

Providing a clerking service for Pupil Discipline Committees, Hearing Committees, Appeal Committees and Complaints Committees

Service Overview

Governors can be confident that governance regulations are complied with and that governors receive up-to-date information and advice on the relevant legislation and procedures. In the case of personnel matters, this will be given in conjunction with advice from the school's human resources provider.

What you can expect

For staff-related issues we will:

- Take minutes of the hearing/appeal
- Produce and distribute minutes of the hearing, within agreed timeframes, to all appropriate parties (final copy to be agreed by Chair of Hearing/Appeal Committee)

For pupil-related issues and complaints we will:

- Provide a 'hearings checklist'
- Provide model templates, agendas and letters for use by governors and headteacher/principal.
- Advise governors, the headteacher/principal and any other parties on appropriate procedure for the hearing, in line with governance regulations and current DfE guidance
- Provide a 'clerk to the hearing' to take minutes of the hearing/appeal (this is not the same person as the school's usual 'clerk to the governing board')
- Ensure the hearing is conducted within the legal framework
- Produce and distribute minutes of the hearing, within agreed timeframes, to all appropriate parties (final copy to be agreed by Chair of Hearing/Appeal Committee)

About Us

This service is provided by a small team of skilled advisers with specialist knowledge and understanding of the relevant legislation and procedures

Contacts

If you have any questions regarding this service, please contact us at:

governorservicesmanager@milton-keynes.gov.uk

Please note: For staff and pupil related issues and/or complaints, the control of the hearing/investigation pack remains with the school/appropriate party. The service will not be held responsible for its contents and compliance with relevant legislation (e.g. DPA 1998 and/or GDPR 2018) which remains the responsibility of the school/appropriate party.

What we expect from you

For staff-related issues you will:

- Agree the membership of the relevant committees each academic year
- Identify the membership of the committee for specific hearings
- Arrange date, time and venue for the hearing in conjunction with all relevant parties
- Comply with the requirements of the HR checklist, including arranging date, time and venue of the hearing with all relevant parties
- Prepare and provide the investigation report and accompanying documents for the case to be sent out to the committee and other parties within the required timeframe
- Keep a copy of the minutes of the Hearing/Appeal Committee meeting on the employees file appropriate length of time

For pupil-related issues and complaints you will:

- Agree the membership of the relevant committees each academic year
- Identify membership of the committee for the specific hearing
- Arrange date, time and venue for the hearing in conjunction with all relevant parties
- Prepare and provide the necessary statements and accompanying documents for the hearing to be sent out to the committee and other parties within the required timeframe
- Keep a copy of the minutes of Pupil Discipline Committee meeting on the pupil's file/Complaints Committee meeting on school file

Services



1 hour clerked hearing

Clerking support for an one hour hearing

01/04/2026 - 31/03/2027

Price: £462.00

2 hour clerked hearing

Clerking support for a two hour hearing

01/04/2026 - 31/03/2027

Price: £700.00



3 hour clerked hearing

Clerking support for a three hour hearing.

01/04/2026 - 31/03/2027

Price: £892.00

Half day clerked hearing

Clerking support for a half day hearing

01/04/2026 - 31/03/2027

Price: £1,495.00



Whole day clerked hearing

Whole day clerked hearing

01/04/2026 - 31/03/2027

Price: £2,320.00



Governor Services: Federations

In addition to its statutory duties, the LA offers a traded support and advice service to governing boards wanting to explore federating with one or more schools

Service Overview

An advice, guidance and support service to explore options and to work through next steps.

What you can expect

- Strategic leads from both teams to attend governing board meetings, as agreed, to provide advice and ensure statutory decisions are minuted
- MKCC Officers will provide support to the Working Party as required, with the preparation of draft documentation and consultation process
- To finalise consultation document, incorporating feedback from governing boards, ensuring it is signed off for online publication
- To publish finalised proposal document, online response form and dates of drop-in sessions on council website
- Preparation of list of all consultation stakeholders
- Email consultation to all stakeholders on the first day of the consultation
- Liaise with schools to ensure distribution of the proposal document to parents and staff and publication on school's website
- MKCC Officers will attend drop in sessions, as required
- To collate and record all raw responses to consultation and forward to Working Party for consideration
- To undertake analysis of responses and produce briefing note for consideration of the Governing Boards, to include a summary of responses
- To publish decision on the council's consultation webpage and email decision to any respondents that requested updates

About Us

This service is provided by a small team of skilled officers with specialist knowledge and understanding of the relevant legislation and procedures.

Contacts

If you have any questions regarding this service, please contact us at:

governorservicesmanager@milton-keynes.gov.uk for the governance elements or

sufficiencyandaccess@milton-keynes.gov.uk for the school sufficiency and access elements.

- Specialist advice and guidance on the procedures to establish a federated governing board
- Guidance on composition
- Guidance on drafting the proposal and report
- Recruitment and appointment of governors
- The production of a new Instrument of Government

Contracts



Federations

An advice, guidance and support service to explore options and to work through next steps.

01/04/2026 - 31/03/2027

Price: £1,600.00



Governor Services: Governor Training and Development

Service Overview

It has never been more important for school governors and trustees to access the training and development they need; to ensure that both individually and collectively they are able to carry out their function as a strategic board. Milton Keynes City Council remains committed to offering its highly regarded training and development package to governors and trustees, designed to support them in effectively carrying out their vital role.

The core of the package is approximately 30 courses and briefings, on a wide variety of topics, which are delivered across the year. The package is comprised of a mixture of face-to-face sessions and training delivered virtually via video conferencing. Along with access to the NGA Learning Link and a bespoke training session for your board.

We offer training for those involved in governance in all educational settings and the package benefits from excellent buy-back.

What you can expect

The programme has been designed to be responsive and effective and is available to governors, trustees and associate members.

We will provide:

- Training for newly appointed governors and trustees and for those that have been re-appointed
- A programme of training courses and briefings on a wide variety of topics
- Access to online training through the National Governors Association (NGA)
- A two-hour training session tailored to meet local governance needs

About Us

The service is managed and organised by experienced and skilled staff, with expertise in running governance training and development events.

All of our advisors/trainers have worked within education and governance for many years.

A facilitator, who has the specialist skills and knowledge of the subject matter, leads all training sessions. Training providers external to Milton Keynes City Council are all subject to a procurement process to ensure the quality of training and best value. Many are governors or have been in the past.

Contacts

If you have any questions regarding these services, please contact us at:

governor.training@milton-keynes.gov.uk

What we expect from you

You will:

- Encourage governors and trustees to attend appropriate training and development sessions
- Liaise with Governor Services to arrange the whole governing / trustee board session
- Provide feedback on the training attended
- Evaluate the outcomes resulting from attending training

Contracts



Governor Training and Development Annual Subscription

Governor Training and Development Annual Subscription

05/04/2026 - 31/03/2027

Price: £990.00



Governor Services: Lay Clerk Support

The Leadership and Governance team provides support and guidance for lay clerks who are employed directly by their own governing or trust board.

Service Overview

Governor Services provides support and guidance for lay clerks who are employed directly by their own governing or trust board.

What you can expect

We will:

- Provide a telephone helpline for clerks and headteachers/principals, giving advice and dealing with enquiries about governing or trust board procedures
- Disseminate, via the clerk, relevant information to governors and trustees on national and local issues
- Brief clerks each term to ensure they have up-to-date information on current educational issues
- Distribute the Agenda Briefing termly
- Provide appropriate training for clerks as and when required
- Provide access to GovernorHub and Knowledge, which is password protected
- Provide the lay clerk with a link to a welcome pack for newly appointed governors and re-appointed governors and trustees where the lay clerk advises the LA of new appointment/nomination details
- Administer the nominations, re-nominations and resignations of LA governors on receipt of information from the lay clerk
- Provide the lay clerk access to the Governance Training and Development Programme

About Us

This service is provided by an experienced and skilled officer with specialist knowledge and understanding of the relevant legislation and procedures

Contacts

If you have any questions regarding this service, please get in touch on:

governorservicesmanager@milton-keynes.gov.uk

What we expect from you

You will:

- Provide up-to-date information relating to the membership of the governing or trustee board

Contracts



Lay Clerk Support: maintained schools and academies

Lay Clerk Support: maintained schools and academies

01/04/2026 - 31/03/2027

Price: £1,320.00



Governor Services: Support for Maintained Governing Boards, Academy Trust Boards and Local Governing Bodies

The Governor Services team will provide expert and professional support to ensure your Governing Board is effective

Service Overview

The continued focus of Ofsted and the DfE on school leadership and governance underlines the value of professional clerking, particularly in relation to the provision of evidence of good governance. Through our four flexible clerking and information packages, Governor Services will provide expert and professional support to ensure your Governing Board is effective.

Our well-informed advisers will deliver a full service to support Governing Boards to fulfil their statutory role in promoting high standards of educational achievement.

Please note: The Governor Support package does not include clerking for hearings. Schools will need to purchase, in addition, the Clerking Support for Hearings package.

What you can expect

We will:

- Provide advice on education law and Governing Board procedures
- Allocate a Governance Professional with expertise in governance issues, an up-to-date knowledge of education law and the ability to advise on good practice
- Give general advice on the Governing Board's role and responsibilities
- Provide advice and support in drawing up protocols for dealing with issues such as codes of conduct, governor visits

About Us

The service is offered by a skilled team of specialist advisers with a high level of expertise in Governing Board legislation, clerking and organising governor training and development.

Members of the team have been awarded, or are working towards, a national accredited clerking qualification. In addition to their own skills, they have access to experienced senior officers who have a wide range of high-level educational expertise.

Contacts

If you have any questions regarding this service, please contact us on:

governorservicesmanager@milton-keynes.gov.uk

- and the induction of new governors
- Provide resources and support such as information booklets, model terms of reference for committees, model policies and guidance via the website and GovernorHub
- Disseminate news and information to governors on national and local issues via GovernorHub, the website, termly Agenda Briefing and newsletters
- Issue the meeting agenda (and associated paperwork supplied by the client) to individual governors via email, or uploaded to GovernorHub
- Attend Governing Board meetings, either in person or via an agreed virtual platform
- Produce accurate minutes which evidence the Governing Board's strategic role and demonstrate its accountability to stakeholders, including Ofsted
- Distribute minutes to governors within 21 school days of the meeting
- Administer the appointments/nominations and resignations of governors
- Provide a welcome pack for newly- appointed governors and a refresher pack for re-appointed governors
- Provide access to GovernorHub, including Knowledge

Services provided at no charge to schools:

We will:

- Recruit and nominate LA governors for schools in Milton Keynes (maintained schools only)
- Approve and make Instruments of Government, liaising with the diocesan bodies as appropriate
- Establish and support temporary Governing Boards in accordance with regulations
- Provide access to general information on the website and GovernorHub.

What we expect from you

You will:

- Inform Governor Services of the election or appointment of new or re-appointed governors and the resignation of governors
- Take responsibility for ensuring that newly appointed/re-appointed governors complete and return their declaration form
- Liaise with Governor Services to agree meeting dates and agenda
- Return draft minutes to the Governance Professional within five school days of receipt
- Maintain regular communication with the Governance Professional to enable him/her to fulfil their role
- Provide the Governance Professional with access to any trust or local governing body portal (where GovernorHub is not used) to enable her/him to perform their role effectively

Contracts



Governor Support - Package A

Providing expert and professional support including clerking for 3 Governing Board meetings per year.

01/04/2026 - 31/03/2027

Price: £2,665.00

Maximum of two hours per meeting. If the meeting goes beyond this time a surcharge of £45 per fifteen minutes additional attendance will be made.

Governor Support - Package B

Providing expert and professional support including clerking for 6 Governing Board meetings per year.

01/04/2026 - 31/03/2027

Price: £3,335.00



Maximum of two hours per meeting. If the meeting goes beyond this time a surcharge of £45 per fifteen minutes additional attendance will be made.



Governor Support - Package C

Providing expert and professional support including clerking for 9 Governing Board meetings per year.

01/04/2026 - 31/03/2027

Price: £4,090.00

Maximum of two hours per meeting. If the meeting goes beyond this time a surcharge of £45 per fifteen minutes additional attendance will be made.

Governor Support - Package D

Providing expert and professional support including clerking for 12 Governing Board meetings per year.

01/04/2026 - 31/03/2027

Price: £4,860.00



If the meeting goes beyond this time a surcharge of £45 per fifteen minutes additional attendance will be made.

Services



Clerked meeting (one hour)

Clerked meeting (one hour)

01/04/2026 - 31/03/2027

Price: £188.00

Additional one hour meeting outside of a governor support package. If the meeting goes beyond this time, a surcharge of £45 per fifteen minutes additional attendance will be made.

Clerked meeting (two hours)

Clerked meeting (two hours)

01/04/2026 - 31/03/2027

Price: £377.00



Additional two hour meeting outside of a governor support package. If the meeting goes beyond this time a surcharge of £45 per fifteen minutes additional attendance will be made.



Music A: Music Service Support

Service Overview

Music Service Support

The Music Service can provide support for all schools to increase their ambition for music delivery and participation in their setting.

Our team of highly skilled and experienced curriculum music teachers can deliver curriculum music in your school. We also offer CPD, instrumental projects and whole class ensemble teaching.

What you can expect

Free support:

- Subject Leader Meetings (Primary, Secondary and SEND)
- An annual meeting with a representative of the music service to discuss music provision
- Live performances
- Events
- Music Mark Membership (for any school delivering an excellent music education)
- CPD (Primary, Secondary and SEND)

Traded services:

- Whole Class Ensemble Teaching
- National Curriculum music teaching
- Bespoke CPD
- Curriculum music teaching
- Instrumental Projects
- Nurture Groups
- Musical Apps
- EYFS
- SEND music teaching

About Us

The MK Music Service is part of the BLMK Music Hub and is funded by the Department of Education via Arts Council England. The service works with schools and key partners to ensure that music is well supported and all pupils of statutory school age receive a high-quality music education in line with the National Curriculum.

Contacts

If you have any questions regarding this service, please contact:

music@milton-keynes.gov.uk

or see our website

www.miltonkeynesmusicservice.com

Services



Music Service Support

Support for your school to deliver a high quality music curriculum

01/04/2026 - 31/03/2027

Price: £0.00

If you would like to talk to the Music Service about your music provision please contact sue.wakley@milton-keynes.gov.uk. This meeting is free.

The Music Service can offer

- Access to large scale events and smaller live performances
- Whole Class Ensemble teaching (WCET)
- Curriculum teaching - Infant and Junior
- National Curriculum music teaching
- CPD
- EYFS
- SEND music teaching



Music B: CPD - Developing Music Teaching in your school

Service Overview

The Music Service can provide training for all teachers to develop their confidence in delivering curriculum music. See below.

What you can expect

TEACHING ALONGSIDE A MUSIC SPECIALIST

- Initially the Music Hub teacher delivers demonstration lessons to the class while the class teacher observes
- As the project develops the class teachers gradually take over parts of the lesson, supported by weekly reflection with their mentor
- The class teacher is fully supported at each stage so that confidence is built
- KS1 is 30 mins teaching time and 15 mins discussion
- KS2 is 45 mins teaching time and 15 mins discussion

We suggest that schools purchase this provision for 1 teacher in each Key Stage who can then cascade knowledge to other teachers.

'This classroom music CPD for class teachers is superb. It systematically builds skills and confidence by working alongside a specialist MK Music Hub Classroom music teacher- observing, shadowing and team teaching. I have found the programme especially effective when there is the opportunity for the class teacher to teach the demonstration CPD lesson again straight after working with the visiting specialist e.g. for 2 or 3 form year groups' - Lizzie Bancroft, Former Head Teacher, Loughton Manor First School.

CPD SESSIONS FOR PRIMARY SCHOOLS (Three sessions in total over the academic year)

Term 1 - Using Instruments in the Classroom

About Us

The MK Music Service is part of the BLMK Music Hub and is funded by the Department of Education via Arts Council England. The service works with schools and key partners to ensure that music is well supported and all pupils of statutory school age receive a high-quality music education in line with the National Curriculum.

Contacts

If you have any questions regarding this service, please contact us on:
music@milton-keynes.gov.uk

or see our website
www.miltonkeynesmusicsservice.com

Aims: Teachers will:

- Explore beat, rhythm and pitch through a variety of practical activities.
- Learn how to transfer these skills onto tuned and un-tuned percussion with good classroom management.
- Explore the progression of the musical skills, knowledge and understanding from Early Years to KS2.

Teachers will take away with them:

- Knowledge about how to explore beat, rhythm and pitch.
- Practical activities to use in their setting/classroom.
- Practical examples of how to organise instrumental activities.

Term 2 - Singing with Confidence

Aims: Teachers will explore:

- Their own vocal health and the health of their pupils.
- Suitable warmups and vocal games.
- Age-appropriate repertoire for children aged 3- 11.
- Progressive singing activities for the Infant and/or Primary age range.

Teachers will take away with them:

- Knowledge about the vocal range of children from Early Years to Upper KS2
- Practical tips on how to teach songs and chants
- A structured overview of progression through singing (including tips on how to teach two-part songs and rounds and those with ostinati or descant)
- Knowledge of repertoire and where to find it.

Term 3 - Composing with Confidence

Composition has been identified by Ofsted as the weakest aspect of curriculum music in Primary Schools.

Aims: teachers will

- Explore practical ways in which children can explore sound.
- Follow a scaffolded introduction to inter-related dimensions of music (elements).
- Be shown how to use the above as components in composition.
- Explore signs, symbols and graphic scores.
- Be shown an accessible way into improvisation.
- Be given some tips as to how they might use instrumentalists in Upper KS2 in their lessons.

What we expect from you

For the 'Teaching alongside a Music Specialist' project, protected time for the classroom teacher to teach sessions and reflect on their delivery.

Once you have purchased the provision you will be contacted by one of our curriculum leaders to arrange a time for their visit

Services



Music CPD sessions for Primary schools

Empowering Classroom teachers to deliver curriculum music

01/04/2026 - 31/03/2027

Price: £197.00

Music CPD: Developing Music Teaching in your school - Key Stage 2

Empowering Classroom teachers to deliver curriculum music

01/04/2026 - 31/03/2027

Price: £570.00



Price is per class per term

Offer runs in line with the academic school year, from September to July.



Music C: Preparing for an Ofsted Inspection

Service Overview

The Music Service can offer training for Music Subject Leaders which will help them prepare for Ofsted.

What you can expect

We can offer a whole day (5 hours) or half day (3 hours) and will cover some of the following points:

- Long term planning, coverage of the curriculum and progression
- Expectations for the end of each year/key stage
- Examine the intention, implementation and impact of a sample of lessons across the age-range
- Methods of recording and assessing
- Inclusion
- Links to the Music Service and other partners
- Examine sample questions which may be asked during an Ofsted Inspection
- Adaptive teaching and age-appropriate activities

In a whole day visit we will also be able to cover

- How the school equips its young people with cultural capital and enrichment
- Timetabling – the implementation of music across the whole school
- Singing strategy
- Skills/knowledge audit of staff and suggested CPD

About Us

The MK Music Service is part of the BLMK Music Hub and is funded by the Department of Education via Arts Council England. The service works with schools and key partners to ensure that music is well supported and all pupils of statutory school age receive a high-quality music education in line with the National Curriculum.

Contacts

If you have any questions regarding this service, please contact us on:
music@milton-keynes.gov.uk

or see our website
www.miltonkeynesmusicservice.com

What we expect from you

A copy of your current School Music Development Plan should be submitted in advance.

Once you have purchased the provision you will be contacted by one of our curriculum leaders to arrange a time for their visit

Services



Ofsted: Preparing for an Ofsted Inspection - Whole Day

Training for Music Subject Leaders which will help them prepare for Ofsted

01/04/2026 - 31/03/2027

Price: £493.00

Whole Day. Offer runs in line with the academic school year, from September to July.

Ofsted: Preparing for an Ofsted Inspection - Music - Half Day

Training for Music Subject Leaders which will help them prepare for Ofsted

01/04/2026 - 31/03/2027

Price: £304.50



Half day. Offers run in line with the academic school year, from September to July.



Safeguarding Services: Safeguarding Audit

Service Overview

This service offers academies, or schools out of MK, a comprehensive review of safeguarding culture, policy and practice conducted over 2 days.

Senior leaders (including governors) will receive a valuable external view of the effectiveness of safeguarding in their school or setting.

What you can expect

- Working in partnership with the Designated Safeguarding Lead (DSL), an experienced Improvement Partner will:
- Review safeguarding policies documentation, and information about wider safeguarding on the school website
- Review safeguarding practice, approaches systems and culture during an on-site visit to school. Through activities with leaders, staff and pupils this will consider:
 - Safer recruitment and the SCR
 - Staff training and knowledge
 - Systems for managing and recording concerns and for analysing trends
 - Referrals and partnership working
 - Safeguarding and attendance
 - Behaviour, bullying and prejudice-based incidents
 - Mental health and wellbeing
 - Alternative Provision (AP), CLA and SEND arrangements
 - Managing allegations and whistleblowing
 - Safeguarding in the curriculum
- Write a note of visit that clearly identifies strengths, areas for development and actions that need to be take

About Us

MKCC Improvement Partners are a highly skilled team with a wealth of experience across all age ranges. The team have worked within education for many years, and have a proven track record of school improvement and successful leadership with a breadth and depth of expertise. They all have up to date safeguarding knowledge.

Contacts

If you have any questions, please contact us on:

siservicesmk@milton-keynes.gov.uk

What will the Improvement Partner do?

- Talk with the DSL to understand the specific requirements and context of the school
- Ensure that preparation for the review is undertaken thoroughly and that work in school is undertaken as agreed with the DSL
- Commit to reviewing key safeguarding policies and further information about safeguarding on the school website
- Agree with school leaders the date, time, and agenda for the on-site visit to school.
- Provide a written report (note of visit) after the on-site visit.
- Signpost senior leaders to other services as appropriate
- Act with integrity and honesty at all times.

What we expect from you

- Provide information, as agreed on the SLA, to enable the Improvement Partner to prepare effectively for the on-site visit
- Be prepared for meetings and activities during the on-site visit as agreed with the Improvement Partner and noted on the SLA
- Ensure that relevant members of staff are available to work with the Improvement Partner during the on-site visit
- Be willing to take on board new ideas and respond positively to the advice and challenge given, understanding that this is offered to support positive and sustainable change
- Ensure that the responsibility for safeguard is understood by leaders, staff and governors as sitting at school level

* If a significant safeguarding concern arises during the review, exploring that issue and talking to leaders about how to address it will always take priority over completing planned work within the 1.5 days. This may mean that schools need to buy extra time to complete the originally planned work.

**For schools outside Milton Keynes, additional travel and accommodation expenses may be charged, depending on location and requirements.

Services



Safeguarding Audit

Comprehensive review of safeguarding culture, policy and practice for academy schools.

01/04/2026 - 31/03/2027

Price: £1,420.00

Senior leaders (including governors) will receive a valuable external view of the effectiveness of safeguarding in their school or setting. 2 day package



School Improvement: Annual Evaluations

A comprehensive external overview of the effectiveness of your school.

Service Overview

This service offers a robust evaluation that identifies strengths and weaknesses across all aspects of school provision. As such, senior leaders (including governors) will receive a valuable external view of the health of their school.

What you can expect

Working in partnership with leaders, an experienced Improvement Partner will:

- Collate pre-visit information taking account of published performance data, Ofsted gradings, LA information and wider information. Share this with the headteacher via email.
- Invite the headteacher to provide additional pre-visit information, including the school self-evaluation and improvement plan, and consider this carefully.
- Evaluate: safeguarding; the quality of education; behaviour and attitudes; personal development; and leadership and management during a one day on site visit to school.
- Write a detailed Annual Evaluation note of visit that clearly identifies strengths and areas for development thus provides an overall evaluation of effectiveness.

What will the Improvement Partner do?

- Talk with senior leaders to understand the specific requirements of the school and record this on an SLA.
- Ensure that preparation for school visits is undertaken thoroughly and that all work in schools is undertaken as agreed with senior leaders
- Complete pre-visit sections of an Annual Evaluation report

About Us

MKCC Improvement Partners are a highly skilled team with a wealth of experience across all age ranges.

The team have worked within education for many years, and have a proven track record of school improvement and successful leadership with a breadth and depth of expertise.

Contacts

If you have any questions regarding this service, please contact us on:

siservicesmk@milton-keynes.gov.uk

and commit to reviewing additional information shared by the headteacher ahead of the on-site visit. (This, with the bullet above is 0.5 days of work)

- Agree with school leaders the date, time, and agenda for a one-day on-site visit to school.
- Provide a written Annual Evaluation report (note of visit) after the on-site visit, carefully considering any additional documentation shared. (This is 0.5 days of work)
- Signpost senior leaders to other services as appropriate.
- Act with integrity and honesty at all times.

What we expect from you

- Provide information, as agreed on the SLA, to enable the Improvement Partner to prepare effectively for the on-site visit.
- Be prepared for meetings and activities during the on-site visit as agreed with Improvement Partner and noted on the SLA.
- Ensure that relevant members of staff are available to work with the Improvement Partner during the on-site visit.
- Be willing to take on board new ideas and respond positively to the advice and challenge given, understanding that this is offered to support positive and sustainable change.

Services



Improvement Partner Services – Annual Evaluations

Offering a robust evaluation that identifies strengths and weaknesses across all aspects of school provision for academies. (2-day package)

01/04/2026 - 31/03/2027

Price: £1,420.00



School Improvement: Consultancy

Bespoke support, advice and guidance to meet your needs.

Service Overview

An experienced Improvement Partner will provide monitoring, support and challenge in relation to all aspects of school improvement, but specifically in relation to:

- Analysis of pupil performance information
- Self-evaluation
- School improvement planning
- Effectiveness of leadership and management
- Quality assurance of all internal judgements
- Evaluating impact of school improvement initiatives
- Ofsted inspection

The package is delivered by Milton Keynes Improvement Partners who have an excellent reputation, locally and nationally, for the quality, rigor and effectiveness of their work.

What you can expect

What will the Improvement Partner do?

- Talk with senior leaders to understand the specific requirements of the school
- Advise on potential delivery options and associated costs
- Agree the focus for consultancy work and dates for school visits
- Ensure that preparation for school visits is undertaken as detailed in the SLA
- Undertake work in schools as agreed with senior leaders
- Provide written summary reports (notes of visits) after each piece of work on the SLA is completed
- Liaise with external parties as required and/or necessary

About Us

The service comprises of a team of highly skilled Improvement Partners (IPs) with a wealth of experience across all age ranges. All our Improvement Partners have worked within education for many years, and have proven track records in school improvement and successful leadership. They have a breadth and depth of expertise in all aspects of school leadership.

Contacts

If you have any questions regarding this service, please contact us on:

siservicesmk@milton-keynes.gov.uk

- Signpost senior leaders to other services as appropriate
- Act with integrity and honesty at all times

What we expect from you

- Provide school performance data or other information as agreed on the SLA to enable the Improvement Partner to prepare
- Be prepared for meetings as agreed with Improvement Partners
- Be willing to take on board new ideas and respond positively to the advice and challenge given, understanding that this is offered in order to support positive and sustainable change

Services



1 day - IP consultancy

1 day - IP consultancy

01/04/2026 - 31/03/2027

Price: £710.00

This service provides access to improvement support tailored to meet an individual school's needs wherever it is on its improvement journey

3 day - IP consultancy

3 day - IP consultancy

01/04/2026 - 31/03/2027

Price: £2,111.00



This service provides access to improvement support tailored to meet an individual school's needs wherever it is on its improvement journey



6 day - IP consultancy

6 day - IP consultancy

01/04/2026 - 31/03/2027

Price: £4,020.00

This service provides access to improvement support tailored to meet an individual school's needs wherever it is on its improvement journey



School Improvement: Ethnic Minority Achievement (EMA)

Service Overview

The Ethnic Minority Achievement (EMA) Network offers a comprehensive traded service designed to support schools in securing positive outcomes for pupils from the Global Majority, including learners who use English as an Additional Language (EAL). We work in partnership with early years settings, primary schools, and secondary schools to promote high achievement, inclusion, and community cohesion.

Our centre is equipped with a rich variety of high-quality resources to help schools celebrate and promote the incredible diversity within Milton Keynes. Membership also includes resources relating to newly arrived pupils and families, as well as artifacts on culture and religion.

Our core purpose is to raise educational standards and ensure that all pupils can thrive. We achieve this by providing:

- Specialist expertise and guidance on effective practice for supporting Global Majority and EAL learners
- High-quality professional development tailored to the needs of school staff
- Access to specialist learning resources that enhance teaching and learning
- Ongoing advice and collaborative support to embed inclusive, evidence-informed approaches

About Us

The EMA staff provide recognised, specialist support to education settings. We offer expert guidance and tailored training from Early Years through to Secondary. The team also delivers professional development for those working with children and young people from the Global majority backgrounds. The EMA Network helps all staff build their knowledge and understanding to ensure progression and inclusion for the Global majority.

Contacts

If you have any questions regarding our services, please do not hesitate to contact us on:

ema@milton-keynes.gov.uk

What you can expect

The EMA Network interprets and shares local and national initiatives aimed at closing the attainment gap. We offer practical support and guidance across key areas, including:

1. English Language Development

- Beginner English learners
- Newly arrived pupils from overseas
- Planning for EAL/bilingual learners
- Inclusive classroom strategies

2. Assessment & SEND

- Supporting EAL learners with SEND or suspected SEND
- EAL assessment and tracking pupil progress

3. Culture, Faith & Community

- Cultural and faith awareness
- Partnership work with Milton Keynes communities and Supplementary Schools
- Strengthening parental engagement
- Advice for schools on supporting new arrivals and their families

4. Diversity, Equity & Inclusion (DEI)

- Promoting equitable, inclusive practice
- Supporting schools to meet diverse pupil and family needs

What we expect from you

To ensure that the EMA Network's specialist guidance is used effectively to support improved outcomes for multilingual learners, we ask all schools to:

- Promote collaborative planning and teaching that supports inclusive practice for multilingual learners.
- Provide time and systems for joint planning to embed effective EAL, assessment, and inclusive strategies.
- Work with EMA staff to review and strengthen provision, including support for EAL development, SEND, new arrivals, community engagement, and DEI.

Services



EMA Service annual membership - Option 1

Option 1

01/04/2026 - 31/03/2027

Price: £572.00

- **Limited email/phone guidance and advice** - new arrivals/Refugee families.
- **Termly network meeting and up-dates** - access to termly EMA Co meetings.
- **Membership of the EMA Network Resource Centre** - resources and planning support for diverse content including Religious Education.
- **Access to EMA Network members area on website** - secured area to documents and information.
- **Partnerships working with the MKC Global community** - local cultural community organisations and supplementary schools - Milton Keynes
- **Parent/carer engagement** - advice in facilitating workshops and communication strategies to support with parents from the Global community.

EMA Service annual membership - Option 2

Option 2

01/04/2026 - 31/03/2027

Price: £915.00



- **Email/phone guidance, advice**- new arrivals/Refugee families
- **School visit** - up to 2hrs per school
- **Termly network meetings and up-dates** - access to termly EMA Co meetings.
- **Membership of the EMA Network Resource Centre** - resources and planning support for diverse content including Religious Education.
- **Access to EMA Network members area on website** - secured area to documents and information.
- **Partnerships working with the MKC Global community** - local cultural community organisations and supplementary schools - Milton Keynes.
- **Parent/carer engagement** - support in facilitating workshops and communication strategies to support with parents from the Global community.
- **New to role training** including in-school support
- **Access to all central CPD** (6 sessions across the year)



Annual Membership of the EMA Diversity Resource Centre - Option 3

Option 3

01/04/2026 - 31/03/2027

Price: £225.00

Membership of the Ethnic Minority Achievement Diversity Resource Centre – Supporting Inclusive Education: £80 per term or £225 Annual membership

Our centre is packed with a wonderful array of resources to help celebrate and promote the incredible diversity within Milton Keynes schools and settings. This membership will include limited telephone or email advice regarding newly arrived pupils and families, culture, religion, EMA Network Bulletin and links to the diverse communities in Milton Keynes.

This package is more generic and available not only to schools, but to e.g. Family Centres and other MKCC services.

EMA half day in school support (Consultancy)

Half day

01/04/2026 - 31/03/2027

Price: £343.00



Our EMA Consultant offers expert guidance, training and tailored support to help schools improve outcomes, inclusion and engagement for pupils from the global majority, including multilingual learners and newly arrived pupils.

Schools purchasing the consultancy service also receive **access to the EMA Network Resource Centre**, providing practical tools, strategies and high-quality resources to support EAL practice across the curriculum.



EMA 1 day in school support (Consultancy)

1 day

01/04/2026 - 31/03/2027

Price: £572.00

Our EMA Consultant offers expert guidance, training and tailored support to help schools improve outcomes, inclusion and engagement for pupils from the global majority, including multilingual learners and newly arrived pupils.

Schools purchasing the consultancy service also receive **access to the EMA Network Resource Centre**, providing practical tools, strategies and high-quality resources to support EAL practice across the curriculum.



School Improvement: Evolve for Academies

Service Overview

We provide the mechanism of an online system, EVOLVE, designed to support schools with the planning, management and approval of educational trips, sports fixtures, after school clubs and extra-curricular activities. However, the liability for educational school trips lies with the school (Governors where the school is the employee)

Regularly updated, in line with evolving legislation, EVOLVE ensures schools are using materials that comply with regulatory guidance and best practice. The system helps schools to reduce workloads by streamlining process and simplifying procedures. Available via the local authority, this online system is widely used nationally. In addition, we offer comprehensive training and support. All training is delivered locally by external experts

What you can expect

- Access to a fully managed online service enabling schools to plan, process, approve and monitor off-site visits, on-site activities, after-school clubs and sports fixtures
- Additional support for more advanced visits such as those involving overseas travel and/or establishment staff-led adventurous activities
- Access to up-to-date policies, guidance and best practice documents
- Checking of visit proposals and scrutiny of arrangements within 7 working days
- 3 training sessions / workshops per year made available for you to attend (first come first served basis) covering the very latest thinking for your Educational Visits Coordinators (EVCs) or Headteachers
- Comprehensive documentation
- Advice and guidance

About Us

Evolve is an online system designed to support schools with the planning, management and approval of educational trips, sports fixtures, after school clubs and extra-curricular activities

Contacts

If you have any questions regarding this service, please contact us on:

siservicesmk@milton-keynes.gov.uk

What we expect from you

- EVCs/Headteachers attend training to ensure you are fully aware of the requirements of the system
- Liaise with the LA in the event of any subscription or service-related concerns
- Sign up to the service by 30 April each year, covering May through April. There will be no part subscriptions for the year.

Contracts



Evolve for academies

Evolve for academies

01/04/2026 - 31/03/2027

Price: £ POA

Evolve is an online system designed to support schools with the planning, management and approval of educational trips, sports fixtures, after clubs and extra-curricular activities.

Tier Pricing (NoR)	Upper limit	Price
Tier 1	200	£459
Tier 2	201 - 500	£801
Tier 3	501+	£1144

EVOLVE +	Please contact us for pricing
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School Improvement: Headteacher Performance Appraisal

Service Overview

Governing boards have a statutory duty to adopt and review an appraisal policy, annually. As part of the policy, governors will appoint:

- a panel to undertake the performance appraisal of the headteacher
- an external adviser for advice and support

Local Authority Improvement Partners (IP) can act as external advisers to work on behalf of the governing board, in line with the school's performance management policy. The appraisal discussion remains confidential and is not shared with the Local Authority

What you can expect

An Appraisal Panel will:

- Appoint a panel chair to contact the external adviser and agree a mutually convenient appraisal meeting date for all parties (headteacher, appraisal governors and external adviser)
- Agree an appraisal process with advice from the external adviser
- Ensure rigor when objectives are set
- Keep a focus on priorities
- Ensure objectives are challenging, achievable and time bound - reflecting a satisfactory work life balance
- Have clearly defined success criteria

An external advisor will:

- Focus on pupils' standards and progress
- Respect the school's authority
- Offer professional challenge and support

About Us

Experienced advisers.

All Local Authority external advisers have a proven track record of relevant experience. Governing boards can request a list of external advisers.

Contacts

If you have any questions regarding this service, please get in touch on:

siservicesmk@milton-keynes.gov.uk

- Use evidence-based assessment
- Provide an appraisal form template
- Agree arrangements and dates with the panel chair and quality assure the appraisal process
- Provide a detailed outline of process to the appraisal panel
- Draft the appraisal statement

Interim Review

Best practice is that the headteacher's appraisal panel would undertake an interim review. External advisers are able to support this process as an additional traded service. The purpose of the interim review is to:

- Review progress towards achieving the objectives by the end of the cycle
- Identify any barriers, discuss possible solutions and support for the headteacher.

What we expect from you

Governing Board responsibilities

Governors are responsible for:

- Ensuring an appraisal policy, pay policy and current headteacher job description are in place
- Appointing the recommended three governors to be the appraisal panel
- Securing the services of an external adviser to support the appraisal panel in undertaking the headteacher's appraisal

NB. Arrangements for headteacher appraisal should be made during the summer term.

Contracts



Headteacher appraisal

Headteacher appraisal

01/04/2026 - 31/03/2027

Price: £710.00

An external advisory service for academies, designed to support governors during the appraisal process.



School Improvement: Interim Leader Appointments

Service Overview

Occasionally, Governing Boards will need to recruit a senior leader on an interim basis - an Acting headteacher, Interim headteacher or Executive headteacher. This tailored service offers governors access to the advice, support and guidance required to undertake this crucial aspect of their strategic role.

Delivered by experienced officers, advisers and support staff, the service is designed to equip Governing Boards with information on their responsibilities and the options available to them. Governors will receive high-quality professional advice, guidance and administrative support during all stages of the process. Governors seeking to recruit interim leaders other than headteachers should contact the School Leadership and Governance Services Team for more details

What you can expect

We will:

- Meet with the Governing Board to understand the requirements
- Advise on potential options and costs
- Advise on the indicative pay and individual pay range
- Draft the person specification, as required
- Advise on the approach to attracting candidates for the role
- Liaise with external parties (agencies, potential candidates), as required for approach taken
- Advise on the content of any supporting materials to be sent to candidates
- Work with governors to develop an appropriate selection process that assesses candidates' skills, knowledge, experience and, where appropriate, what additional support or development might be needed
- Undertake longlisting and shortlisting activities, as required

About Us

The service is led by a senior officer and an Improvement Partner supported by an administrative officer. All have extensive experience of education management and an understanding of both the local and national context in relation to recruitment and safeguarding.

Contacts

If you have any questions regarding this service, please contact us on:

siservicesmk@milton-keynes.gov.uk

for approach taken

- Distribute packs to applicants and prepare short listing documentation
- Prepare all interview documentation for the selection panel
- Invite candidates to interview and obtain references
- Arrange a planning meeting for the Selection Panel
- Attend the short listing and interview to provide educational advice and professional support
- Debrief unsuccessful candidates
- Advise and support with appointment paperwork, as required for approach taken
- If requested, clerk the ratification meeting, where the LA is the formal clerk, including the production of agenda and minutes.

Tailored to you

Every situation will be different and options will need to be explored in detail, however the most usual solutions to fill an interim vacancy are the appointment of an:

- Acting headteacher (a Deputy or Assistant headteacher 'acting up' to the role for an agreed period of time)
- Interim headteacher (a substantive headteacher undertaking the role for an agreed period of time)
- Executive headteacher (a substantive headteacher, with responsibility for more than one school, undertaking the role for an agreed period of time)

What we expect from you

The client, working in conjunction with officers, will:

- Agree and formally minute details of the approach being taken to fill any interim senior leader vacancy, ensuring appropriate delegations are in place to allow Selection Panel members to make decisions swiftly, if necessary
- Agree and formally minute details of: the recruitment timeline, membership of the Selection Panel, rationale for decisions in relation to school pay range and headteacher's salary
- Work with officers to draft and approve, in a timely manner, all supporting documentation for the vacancy including role profile and any promotional information for the candidate pack
- Active participation in all meetings
- Ensure at least one member of the Selection Panel has undertaken safer recruitment training within the last three years
- Selection Panel members to agree details of shortlisting and interview events and attend both
- Interview candidates and reach a recommendation
- Document decision, ensure governors are informed and formally minute the Governing Board's ratification of the decision

Services



Interim Senior Leader Appointments

Interim Senior Leader Appointments

01/04/2026 - 31/03/2027

Price: £2,700.00

This tailored service provides support for governing boards seeking to recruit an interim senior leader (Executive Headteacher, Headteacher and Deputy Headteacher).

Please note:

- There may be additional costs depending on the complexity of the Governing Boards' requirements and the circumstances of the school.
- In the event of a governing board commencing a recruitment process and then deciding not to proceed, a one-off administration charge of £500 may be applied.
- In the event of a governing board looking to appoint a substantive and an interim post holder, the price of the combined services will be agreed on a case by case basis.



School Improvement: Senior Leader Appointments

Service Overview

This service offers high quality professional advice, guidance and administrative support during all stages of the recruitment and selection process to appoint a head or deputy headteacher.

Our experienced officers, advisers and support staff will explain the legalities of the process and share best practice, tailoring model arrangements and processes to your own needs.

Our aim is to support and guide governors in undertaking this crucial aspect of their strategic role.

What you can expect

We will:

- Advise on the advert
- Advise on the job and person specification
- Advise on the indicative pay range for the school and an individual pay range
- Advise on the contents of the information pack
- Arrange a whole governing board session to identify the desired attributes and characteristics of the new headteacher or deputy headteacher
- Arrange a planning meeting with the selection panel
- Distribute packs to applicants and prepare short listing documentation
- Advise on the full one-day interview programme
- Prepare all interview documentation for the selection panel
- Invite candidates to interview and obtain references
- Attend the short listing and interview
- Debrief unsuccessful candidates
- Provide copies of: *Appointing your new headteacher or deputy headteacher*: a toolkit for governing boards purchasing the MKCC senior leader traded service

About us

The service is led by a Governor Services Officer and an Improvement Partner with extensive experience of education management, who have an understanding of both local and national context to school recruitment.

Contacts

If you have any questions regarding this service, please contact us on:

siservicesmk@milton-keynes.gov.uk

- Clerk the ratification meeting, where the LA is the formal clerk, including the production of agenda and minutes

What we expect from you

You will:

- Agree and formally minute Selection Panel membership
- Agree the individual school range and the individual salary range for the appointment
- Draft and approve the advertisement text
- Ensure at least one member of the Selection Panel has undertaken safer recruitment training within the last three years
- Provide information about the school and the job for the packs sent to applicants
- Agree the full interview programme and arrangements, interview candidates and reach a recommendation
- Hold a full governing board meeting to ratify the decision

Contracts



Senior Leader Appointments

Senior Leader Appointments

01/04/2026 - 31/03/2027

Price: £2,700.00

The service provides high quality support for governing boards undertaking their statutory responsibility to recruit headteachers and deputy headteachers. The price is based on a one-day interview recruitment process for a maximum of three recruitment iterations.

Please note:

- In the event of a governing board commencing a recruitment process and then deciding not to proceed, a one-off administration charge of £500 may be applied.
- In the event of a governing board looking to appoint a substantive and an interim post holder, the price of the combined services will be agreed on a case by case basis.



School Library Service

Supporting libraries and learning in schools and early years

Service Overview

Our Aims

- Place reading for pleasure at the heart of all that we do
- Foster a love of books and raise attainment in schools
- Provide a wide range of high quality, relevant resources to support teachers and the curriculum
- Provide professional advice and support for the organisation and management of school library spaces

What you can expect

Our Services

Book loans and leasing for library stock

- Subscribing to book loans entitles your school to 3 books per pupil (min 250 for small schools)
- Books selected by our professional team
- Delivered to the school and shelved by our team
- Jacketed for longer shelf life
- Computer data imported into the school Library Management System
- A percentage of the loan stock is exchanged annually
- Extra stock may be leased at additional cost

Project collections for classroom curriculum support

- Bespoke collections of curriculum themed resources specifically selected to your specification
- Each project contains approximately 30 items
- A variety of books, posters, resource packs, DVDs etc

About Us

We are a small, friendly team with over 25 years of library experience. We provide bespoke resources and support for library provision in schools

Contacts

If you have any questions regarding this service, please contact us on: sls@milton-keynes.gov.uk

- Delivered and collected free of charge

Advice and practical help in school with

- Library planning and design
- Classification and editing of stock
- Stock purchase and book supply
- Telephone advice and support
- Support of computerised library management systems
- General library routines
- Cataloguing and computerisation of stock
- Repairs, tidying, labelling, and shelving of stock
- Stock exchanges

Storytelling and talks about books

- Storytelling in class and assemblies
- Book discussion sessions
- Storytelling videos

Services



School Library Service Subscriptions

Supporting your school's library provision

01/04/2026 - 31/03/2027

Price: £ Quote