

H A M W I C T R U S T


Managed Service Team Tel: 023 8078 6833

Name	Title	Contact	Main Responsibilities
Robert Farmer 	CEO	Robert.farmer@hamwic.org 07595 046754	CEO Overall responsibility for the Hamwic Trust, JET and EJT
Gary Hampton 	Director of Learning Executive Head Teaching school	Gary.hampton@hamwic.org 07595 426425	HJ / Harefield Executive Head Lead of the Hamwic Teaching School Alliance
Nigel Ash 	Director of Standards	Nigel.ash@hamwic.org 07712 088687	Standards and monitoring for all schools within the Trust

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<p>Gemma Malone</p> 	<p>Director of Operations</p>	<p>Gemma.malone@hamwic.org</p> <p>07799 902971</p>	<p>Academy Conversions Company Secretary Overall policies and procedures – all Trusts Overall HR/CPD – all Trusts Internal audit Line manager for central services</p>
<p>Christine Bulmer</p> 	<p>School Improvement Officer</p>	<p>Chris.bulmer@hamwic.org</p> <p>07990 023150</p>	<p>Standards School Improvement Work Governor Training</p>
<p>Sean Preston</p> 	<p>Company Accountant</p>	<p>Sean.preston@hamwic.org</p> <p>07467 940665</p>	<p>Finance – all aspects / all Trusts Account preparation Audit (internal and external) Budgeting Systems DfE returns Finance training Finance Support to schools including management accounts, year end and budgeting Central services budgeting</p>
<p>Nikki Thorne</p>	<p>Health and Safety / Premises –</p>	<p>Nikki.thorne@hamwic.org</p>	<p>Health and safety policies and</p>

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		07889 602896	procedures Health and safety audit Capital bids Premises overview and contact
Bev Collins 	HR Business Manager	Beverley.collins@hamwic.org 07711 371381	HR support HR policies and procedures
Jai Solanki 	IT Network Manager	Jai.solanki@hamwic.org 07467 220886	IT infrastructure IT problems Broadband and connectivity Computers and mobiles

VISION STATEMENT – Managed Services

“We enable educators to achieve high standards by providing a highly efficient, professional, responsive (flexible) and innovative service covering key business areas including finance, IT, HR and facilities management.

We are a learning organisation committed to developing and retaining outstanding people”.

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Customer Service Charter

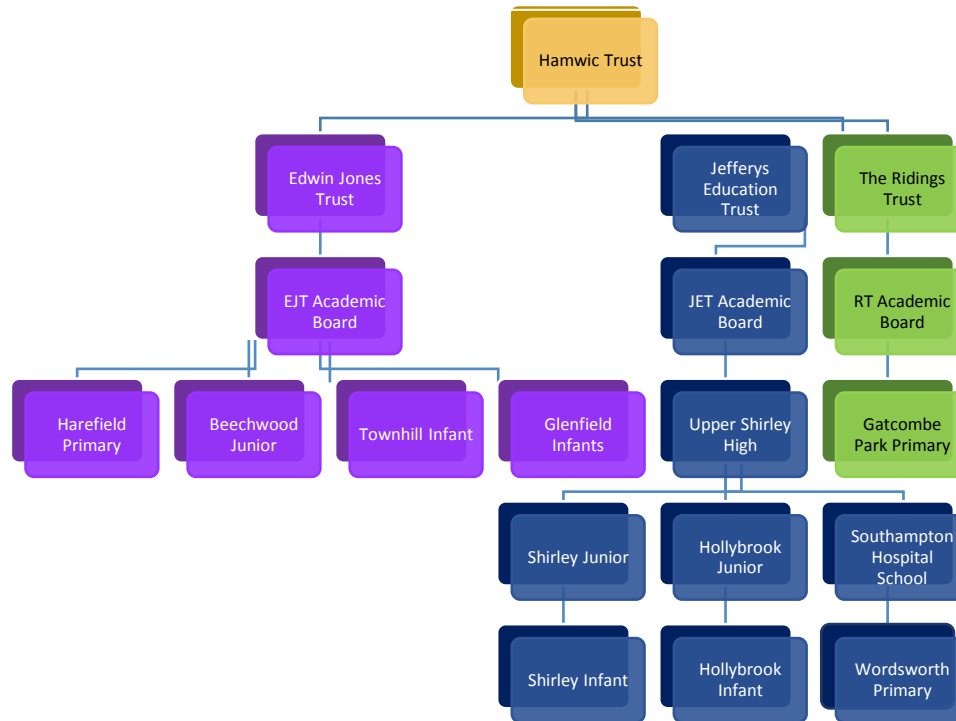
The Hamwic Trust Managed services primary function is to support teaching & learning within the trust. It is committed to maintaining and improving its delivery of the highest standards of customer service. This will be achieved by following the customer Service Policy.

Our Commitment to You

- We will seek to ensure that all enquiries are handled with courtesy and with the minimum delay possible, and offer professional customer service and support at all times.
- We will be polite, helpful, open and honest in all our dealings with other members of the JET and with members of the public.
- We will treat all visitors with respect and courtesy.
- We will incorporate the principal of equal treatment into all aspects of service delivery.
- We will follow the confidentiality policy at all times to ensure no breaches of confidentiality occur.
- We welcome and encourage customer feedback on our services and the manner in which they are provided.
- We will handle complaints about standards of service received or decisions made in a fair, transparent and professional manner.

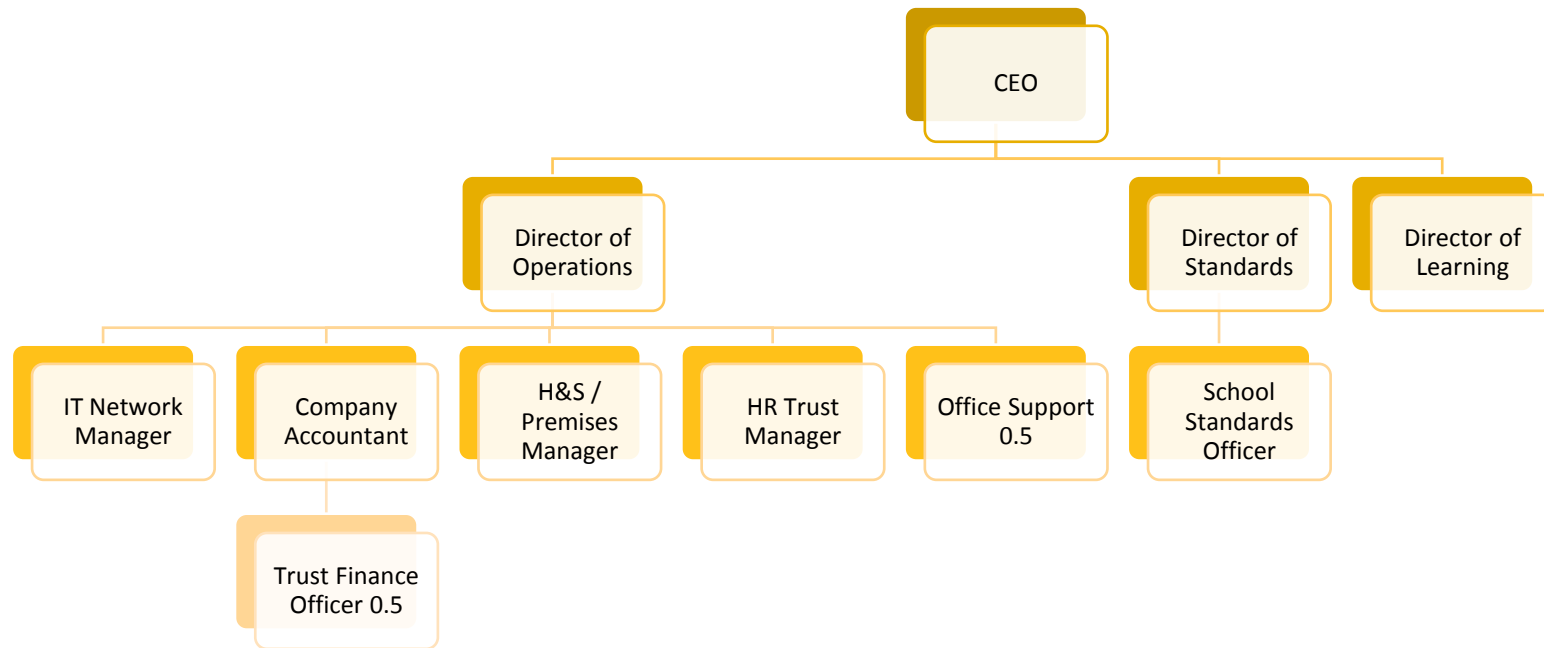
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MAT Structure



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Central Service Structure



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Board Structures

Hamwic Trust

Name	Role
Nigel Poole	Chair of Hamwic Board
Robert Farmer	CEO
Susan Rafter	Chair of Edwin Jones Trust
Alice Wrighton	Chair of Jefferys Education Trust
Paul Nugent	Director
Peter Gould	Director



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Jefferys Education Trust

Name	Role
Alice Wrighton	Chair of Board
Robert Farmer	CEO
Stuart Woods	Head Teacher, Upper Shirley High
Hazel Hayter	Executive Head Teacher, Shirley Infant and Shirley Junior School
Jane Wood	Head Teacher, Hollybrook Infant School
Peter Gould	Chair of Governors, Shirley Infant School
Andy Hyett	Chair of Governors, Upper Shirley High School
Jennifer Jones	Chair of Governors. Hollybrook Infant School
Natalie Rogers	Director
Carolyn Fayle	Chair of Governors, Shirley Junior School
Karen Hayes	Director
Nigel Reichelt	Chair of Governors. Hollybrook Junior School
Julie Reynolds	Chair of Governors, Southampton Hospital School

JET VISION

“The Jefferys Education Trust is passionate about the central role of education in improving individual life chances for children and young people. We bring professional expertise and experience to secure the highest possible achievement for all; we believe in a local education with national and international perspectives.”

We will maintain a strong sense of excitement in this developing education landscape and we will continue to build upon the successes of the Jefferys Education Trust, therefore meeting the needs of our local community.”



Edwin Jones Trust

Name	Role
Susan Rafter	Chair of Board
Robert Farmer	CEO
Gary Hampton	Director of Learning
Sue Marsh	Head Teacher, Beechwood Juniors
Beverley Corbin	Head Teacher, Townhill Infants
Valerie King	Director
Ronald Taylor	Director
Steve Preston	Director
Steve Joyce	Chair of Governors, Glenfield Infants

EJT Vision

***“The vision for the Edwin Jones Trust is for schools, Head teachers and governing bodies to take a collective responsibility for education in their local community. The schools work together across the Trust improving standards and practice, developing the curriculum and identifying strengths.*”**

We share a commitment to making a positive difference to our children and their families through a nurturing, caring ethos and raising aspirations within our community. We bring professional expertise and experience to secure the highest possible achievement for all. All aspects of our work will have a clear focus on improvement in the skills of our pupils, staff and community on sustaining measurable impact.”

Our aim is to continue to develop our united learning community through a network of leaders and practitioners committed to sharing successful practice. We think and work differently and use new opportunities to ensure all learners remain at the heart of education. We aim to develop passionate life-long learners who are able to make a positive contribution to society.”

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For those schools without a Local Governing Body:

In the case of a compliment, complaint or concern:	Please contact Gemma Malone, Director of Operations in the first instance. If the complaint is a formal complaint, please put the complaint in writing F.A.O. Robert Farmer, CEO
Standards and Monitoring / Safeguarding	Please contact Nigel Ash, Director of Standards
Teaching School and SCITT	Please contact Gary Hampton, Director of Learning
HR Queries	Please contact Gemma Malone, Director of Operations

Central Services Office

c/o Hollybrook Junior School

Seagarth Lane

Shirley

Southampton

SO16 6RL

Tel: 023 8078 6833

www.hamwic.org



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JEFFERYS EDUCATION TRUST School Leaders

<i>School</i>	<i>Head Teacher</i>
Upper Shirley High	Stuart Woods
Shirley Junior School	Hazel Hayter (Executive Head) Annette Hixon (Head of School)
Shirley Infant School	Hazel Hayter (Executive Head) Cate Gregory (Head of School)
Hollybrook Junior School	Gary Hampton (Executive Head) Yvonne Scott (Head of School)
Hollybrook Infant School	Jane Wood
Southampton Hospital School	Liz Stuttle
Wordsworth Primary School	Rick Page (Interim Head Teacher)

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EDWIN JONES TRUST School Leaders

<i>School</i>	<i>Head Teacher</i>
Harefield Primary School	Gary Hampton (Executive Head) Alison Rhodes (Head of School)
Beechwood Junior School	Sue Marsh
Townhill Infant School	Beverley Corbin
Glenfield Infant School	Joanne Dorricott Elizabeth Carrie