



CHILTERN  
LEARNING  
TRUST

2025 - 2026



# CLT HANDBOOK



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@ChilternLT | Contact us via [pa.ceo@chilternlearningtrust.org](mailto:pa.ceo@chilternlearningtrust.org)

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## INTRODUCTION AND BACKGROUND

The Chiltern Learning Trust was formed in 2013 and is a multi-academy trust that has a focus on delivering the highest possible educational outcomes for the children and young people in Luton and Bedfordshire.

Although each of our schools retains their individual identity and history, the desire for excellence and high achievement for all learners, regardless of their background or ability, is the common underpinning feature of a Chiltern Learning Trust school.

We currently have eighteen schools within our Trust. These are:

- **Ardley Hill Academy**
- **Aspley Guise Village School**
- **Cedars Upper School**
- **Challney High School for Boys**
- **Challney High School for Girls**
- **Chiltern Academy**
- **Dallow Primary School**
- **Daubeney Academy**
- **Denbigh High School**
- **Kempston Academy**
- **Lancot School**
- **Lark Rise Academy**
- **Lea Manor High School**
- **Linslade School**
- **Marston Vale Middle School**
- **Putteridge High School**
- **Springfield Primary School**
- **Wootton Primary School**

### Partner Schools:

- **Thomas Alleyne Academy**
- **Roebuck Academy**
- **Gilbert Inglefield Academy**

In addition to developing and supporting our schools we provide high quality Initial Teacher Training through the Chiltern Training Group (CTG). CTG is Bedfordshire's first school centred initial teacher training provider and was judged to be Outstanding during its last two inspections. CTG has expanded in recent years, in partnership with Bedfordshire Schools Training Partnership The Shire Foundation, and Two Mile Ash Initial Teacher Training joining us.

We also provide cutting edge professional development and support through the Chiltern Teaching School Hub (CTSH). This incorporates 'Acorn Training Group' (ATG) based at Lark Rise and CTG based at Redgrave Gardens - these are two former teaching school alliances. We run two Teaching School Hubs, as part of the new DfE programme of eighty Teaching School Hubs, and two behaviour hubs.

We are committed to excellent standards of teaching and learning and work in partnership with a variety of local and national organisations to help raise the attainment of all learners whilst contributing towards the self-improving system and the development of high quality teachers entering the profession.

The practicalities of the Trust arrangement enable us to retain a strong central team of specialists with expertise in teaching and learning, quality assurance and data, finance, facilities and estates management, staff training and development, technology for learning, human resources and marketing. These high quality professionals help ensure that the outstanding quality of teaching and learning is mirrored in the day-to-day running of our schools.



## AN OVERVIEW OF OUR ORGANISATION

### OUR LUTON HUB

*Since 2013*

#### **Challney High School for Boys**



Stoneygate Road, Luton  
LU4 9TJ

1200 Pupils • Ofsted Grade 1

☎ 01582 599921

✉ admin@challneyboys.co.uk

✂ @ChallneyBoys

Headteacher  
**Mark Mailer**

*Since 2017*

#### **Challney High School for Girls**



Addington Way, Luton  
LU4 9FJ

1050 Pupils • Ofsted Grade 1

☎ 01582 571427

✉ admin@challneygirls.luton.sch.uk

✂ @Challney\_Girls

Headteacher  
**Sheba George**

*Since 2018*

#### **Chiltern Academy**



Gipsy Lane, Luton,  
LU1 3GF

1200 Pupils • Ofsted Grade 2 (1)

☎ 01582 310644

✉ admin@chiltern-academy.co.uk

✂ @ChilternA

Headteacher  
**Ian Douglas**

*Since 2013*

#### **Denbigh High School**



Alexandra Avenue, Luton,  
LU3 1HE

1120 Pupils • Ofsted Grade 1

☎ 01582 736611

✉ admin@denbighhigh.co.uk

✂ @DenbighHigh

Headteacher  
**Donna Neely-Hayes**

*Since 2023*

#### **Lea Manor High School**



Northwell Drive, Luton,  
LU3 3TL

1100 Pupils • Ofsted ungraded

☎ 01582 652600

✉ learning@leamanorhighschool.org

✂ @leamanorschool

Headteacher  
**Jess Pather**

*Since 2017*

#### **Putteridge High School**



Putteridge Road, Luton  
LU2 8HJ

1200 Pupils • Ofsted Grade 2 (1)

☎ 01582 415791

✉ centraladmin@putteridgehigh.org

✂ @PutteridgeHSch

Headteacher  
**David Graham**



# AN OVERVIEW OF OUR ORGANISATION [CONTINUED]

## OUR BEDFORD HUB

Since 2022

**Daubeney  
Academy**



Orchard Street, Kempston,  
Bedford MK42 7PS  
560 Pupils • Ofsted Grade 2

- ☎ 01234 400111
- ✉ office@daubeneyacademy.co.uk
- ✎ @DaubeneyAcademy

Headteacher  
**Chris Carter**

Since 2022

**Kempston  
Academy**



Hill Rise, Kempston,  
Bedford MK42 7EB  
850 Pupils • Ofsted Grade 2

- ☎ 01234 290900
- ✉ office@kempstonacademy.co.uk
- ✎ @KAKempston

Headteacher  
**Paul House**

Since 2017

**Marston  
Vale Middle**



The Crescent, Stewartby  
MK43 9NH  
600 Pupils • Ofsted Grade 2

- ☎ 01234 768224
- ✉ school@marstonvalemiddle.co.uk
- ✎ @MVM\_school

Headteacher  
**Jeremy Heath**

Since 2022

**Springfield  
Primary**



Orchard Street Kempston,  
Bedford MK42 7LJ  
400 Pupils • Ofsted Grade 2

- ☎ 01234 306000
- ✉ office@springfieldprimaryschool.org.uk
- ✎ @SpringfieldBeds

Headteacher  
**Monique Berry**

Since 2024

**Wootton  
Primary School**



Bedford Road, Wootton,  
MK43 9JT  
720 Pupils • Ofsted Grade 2

- ☎ 01234 768239
- ✉ Office@woottonprimary.co.uk
- ✎ @WoottonPrimary1

Headteacher  
**Emma Maguire**



## AN OVERVIEW OF OUR ORGANISATION [CONTINUED]

### OUR LEIGHTON BUZZARD AND DUNSTABLE HUB

Since 2019

#### Ardley Hill Academy



Lowther Road, Dunstable,  
LU6 3NZ

475 Pupils • Ofsted Grade 2

☎ 01582 667955

✉ Ardley.Hill@ardleyhill.org.uk

✉ @ArdleyHill

Headteacher  
**Romina Lang**

Since 2024

#### Aspley Guise Village School



Spinney Ln, Aspley Guise,  
Beds MK17 8JT

130 Pupils • Ofsted Grade 2

☎ 01908 582245

✉ office@aspleyguise.school

✉ @AspleyGSchool

Headteacher  
**Jamie Brown**

Since 2018

#### Cedars Upper School



Mentmore Road, Leighton  
Buzzard, LU7 2AE

1100 Pupils • Ofsted Grade 2

☎ 01525 219300

✉ info@cedarsupper.co.uk

✉ @Cedars\_Upper

Headteacher  
**Mark Gibbs**

Since 2014

#### Dallow Primary



Dallow Road, Luton,  
LU1 1LZ

630 Pupils • Ofsted Grade 2

☎ 01582 616601

✉ admin@dallowprimary.net

✉ @DallowPrimary

Headteacher  
**Katharine Lovell**

Since 2022

#### Lancot School



Lancot Avenue, Dustable,  
LU6 2AP

400 Pupils • Ofsted Grade 2

☎ 01582 667956

✉ admin@lancotschool.co.uk

✉ @LancotSchool

Headteacher  
**Claire Probert**

Since 2022

#### Lark Rise Academy



Cartmel Drive, Dunstable,  
LU6 3PT

345 Pupils • Ofsted Grade 1

☎ 01582 607852

✉ office@larkrise.com

✉ @larkriseacademy

Headteacher  
**Romina Lang**

Since 2018

#### Linslade School



Mentmore Road, Leighton  
Buzzard, LU7 2PA

630 Pupils • Ofsted Grade 2

☎ 01525 219344

✉ contact@linsladeac.co.uk

✉ @linsladeschool

Headteacher  
**Mark Gibbs**



## AN OVERVIEW OF OUR ORGANISATION [CONTINUED]



**Chiltern Teaching School Hub (CTSH)** is a cross-phase and cross-regional alliance with Denbigh High School as the lead school. Challney Boys was designated a National Teaching School in the first cohort, from September 2011. Together, and with their strategic partners, CTSH provides training and support and identify and coordinate expertise by using the best teachers and leaders to focus on:

- **Initial Teacher Training**
- **Continuing professional and leadership development (AB, ECTD, NPQs)**
- **Succession planning and talent management**
- **School-to-school support**
- **Specialist Leaders of Education (SLEs)**
- **Research and development.**

*We operate across Hertfordshire, Luton, Central Bedfordshire, Bedford and Milton Keynes (650 schools).*



**Chiltern Training Group** - We also provide Initial Teacher Training through the Chiltern Training Group (CTG) The Chiltern Training Group was judged to be outstanding by Ofsted in 2023 – awarded to very few School Centred Initial Teacher Training (SCITT) providers in the country to receive this accolade. In 2022, we have also expanded and grown, incorporating Bedfordshire Schools Training Partnership and The Shire Foundation. Also, we have a partnership and Service Level Agreement with Two Mile Ash ITT, in Milton Keynes who are also joining us. We have capacity for the delivery of 300 initial teacher training places.



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About CLT **1:2**

ABOUT CLT 1:2



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## OUR VALUES



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## CORE PRINCIPLES

### **COMMUNITY:**

#### **Principle 1: The Highest Standard of School and Pupil Progress**

Our core purpose is to improve pupil progress and this is central to all we do. We have the highest expectations of pupils and we create a success culture in all our schools with high achievement and social mobility at the core. Our Trust is committed to outstanding leadership and outstanding schools.

#### **Principle 2: Transforming Schools, Change Management and Improving Life Chances**

Any school joining Chiltern Learning Trust must be committed to improvement and seek the best practices and the best pedagogy. The Trust has a clear and compelling vision for the future and all schools will be involved. There is a shared understanding of what it means to be part of the Chiltern Learning Trust, its moral purpose, and its direction.

#### **Principle 3: Support and Lead within our Communities and Communicate our Vision**

We will grow and lead within our communities by providing consistently high and improving standards of education and by supporting our community's well-being, resilience, and ambitions. Our leadership will have an impact and ensure we travel in the same direction, embracing equality and diversity along the way. Leaders will 'see it and sort it' - furnishing solutions, not excuses. Our strong, professional relationships will set the tone for our organisation, our Trust will inspire its pupils, staff, parents, and community and communicate our bold vision. We will work alongside key stakeholders in Luton, Bedfordshire, and the wider educational community.

### **PEOPLE:**

#### **Principle 4: Invest in our Employees and their Development as well as in The Wider Sector**

We will seek to attract the best practitioners to work in our schools. We will provide the highest quality CPD for our teachers and leaders. We will provide 'world-class' CPD for the educational sector, leading the way in staff development nationally. We will ensure that there is a clear focus on developing talent within our Trust to meet the needs of our growth and expansion plans.

#### **Principle 5: Recruitment and Retention of Talented Staff**

Our Trust has a talent strategy in place, that seeks to recruit, retain, and develop staff at all levels. We look to promote from within and to deploy staff across the Trust in areas where they are most needed and can best develop professionally and we provide high-quality professional development and training for all. We value our staff and support their careers, with succession plans in place and we identify and nurture talent.

#### **Principle 6: Develop new Teachers for the Trust and SCITT Hubs**

Our Trust has and will continue to provide outstanding school-centered initial teacher training to contribute to the demands in our region. ITT curriculum and delivery will be of the highest quality, in turn ensuring that trainees complete their training to the highest standard. New teachers start their Early Career Teaching in the strongest possible position enabling them to be successful in the early stages of their teaching career.



## CORE PRINCIPLES [CONTINUED]

### **SUSTAINABILITY:**

#### **Principle 7: Growth and Organisational Change to Improve Schools in Bedfordshire**

Our Trust has, and will continue to develop and improve upon, a defined strategy for our growth that is aligned with Government policy. We will build capacity in advance of new schools joining our family of schools and we will prepare for the challenges posed by the different types of joiners – start-up, sponsored, and converters – and the impact this will have on our leadership and governance. We will expand into schools where we can make a difference and make them excellent, and we will say ‘no’ when we cannot.

#### **Principle 8: Deliver Value, Fairness, Compliance and Financial Effectiveness**

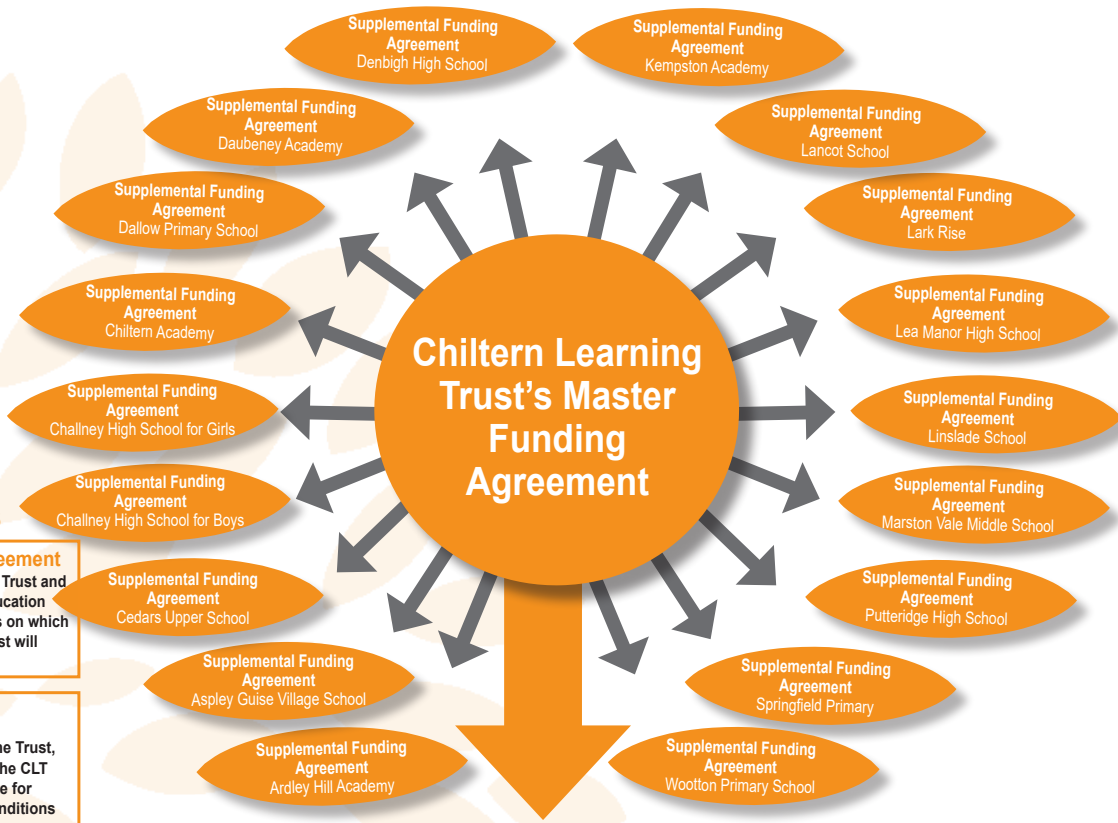
Our Trust has clear systems for ensuring financial probity. We budget effectively and have access to accurate management information. We use economies of scale effectively, achieving best value for top-sliced funds. We are active in pursuing new revenue streams that can benefit our MAT and the schools within our Trust – providing backroom or educational services. We will offer best value, compliance, and effective and efficient systems at all levels.

#### **Principle 9: Excellent Accountability Mechanisms, Quality Assurance and Governance**

Our Trust will continue to use a wide range of qualitative and quantitative data that enables us to examine the performance of individual schools and the Trust. We will use this data to inform our judgments about the appropriate strategies for improvement. Strong systems for peer review, risk management, and benchmarking will be in place. Our Trust sets out the responsibilities of the various levels of governance. Governors at all levels are clear about their responsibilities and have access to high-quality information and training.

#### **Principle 10: Environmental and Resource Sustainability, Leading in Technology for Learning for a Changing World**

In a changing world, we will focus on the need for modern and adaptable ways of working and learning and the need for efficient use of resources. We will embed technology for learning and our online learning, pedagogy, and professional development will be cutting-edge. Through our Sustainability Strategy, we will work with our schools, students, and our communities to deliver climate action plans to reduce emissions, increase biodiversity, and help safeguard our planet for future generations.



### HOW THE CLT OPERATES

**Master funding agreement**  
Entered into between the Trust and Secretary of State for Education setting out the conditions on which the Chiltern Learning Trust will receive its funding.

**Supplemental funding agreement**  
One for each school in the Trust, the agreement between the CLT and the Secretary of State for Education setting out conditions as above.

### Articles of Association

The **Articles of Association** is a document required by the Companies Act that contains the purpose of the Trust. It sets out the internal management, decision-making and running of the Trust and its liability. It forms an annex to the Funding Agreement.

### Scheme of Delegation

The Chiltern Learning Trust's Scheme of Delegation establishes what powers and duties are delegated from the Trustees to the CEO and Board of the Trust and to each LGB. The scheme sets out the Trust's approach to establishing controls on finance (incl rules on use of GAG), procurement, premises and community use. The scheme also sets out the delegation of personnel and other key functions between Trustees, CEO, LGB and Headteacher.

### Local Governing Body Terms of Reference

Sets out the constitution of the Local Governing Body (Number of governors, term of office, chair and vice chair), proceedings (meetings, quorum, conflicts of interest, minutes of meetings), delegated powers (principles, key functions, levels of delegation).

### Governance Framework

Outlines the roles and responsibilities of the Board of Trustees, the Local Governing Body and Headteacher for Governance, Compliance, School Improvement, Succession Planning, Marketing and Communication.

### Finance Handbook (Procedures Manual)

Detailed procedural guidance on the systems of financial control established by the Trust.



## HOW CLT OPERATES

BOARD OF TRUSTEES	LOCAL GOVERNING BODY
Statutory Polices approved by the Board	School specific policies approved by the Local Governing Body
Admissions Arrangements	Behaviour Policy
AI Policy	Curriculum provision, content and approach, by academic year and by subject: Curriculum booklet: • KS1, 2, 3, 4 curriculum • Pupils' spiritual, moral, social and cultural development
Anti Slavery Policy	Relationship Education Policy
CCTV Policy	Health and Safety manual/checklist as per Trust's H&S Policy. Including Premises Management.
Charging and Remission Policy	Lettings Policy
Complaints Policy	Teaching and Learning Policy
Conflict of Interest Policy	School Risk Management Register
Curriculum Intents	Suspension and Permanent Exclusion Guidance (Document provided by the DfE)
Data Management and Retention Policy	
Data Protection Policy Including Protection of biometric information of children in schools and colleges. Data Management and Retention Policy.	
Drugs and Alcohol Policy	
Early Career Teachers (ECT)	
Equality Information and Objectives: Including Accessibility plan	
Freedom of Information Publication Scheme	
Finance policies: • CLT's financial procedures • Principal accounting policies • Investment policy • Reserves policy • Fraud policy	
Health and Safety Policy Including First Aid in schools	
HR Handbook, Including; • Appraisal and capability • Conduct and Grievance • Sickness Absence • Leave of Absence • Safer Recruitment • Disciplinary • Flexible Working	
Internet and Email Acceptable use Policy	
Organisational Change Procedure	
Pay Policy • Governor Allowance	
Probationary Policy	
Procedure for Dealing with Allegations of Abuse	
Risk Management Policy	
Safeguarding Policy Including Child Protections	
Keeping Children Safe In Education	
Social Media Policy	
Scheme of Delegation	
SEND • Children with health needs who cannot attend school. • Accessibility plan • Supporting pupils with medical conditions	
Volunteering Policy	
Whistleblowing	





## CONTACTS FOR SPECIFIC INFORMATION

QUESTIONS RELATING TO...	CONTACT	CONTACT DETAILS
Accounting and Finance	Teresa Kelly Jean Leech Caroline Hatcher Emma Grisaffi	tkelly@chilternlearningtrust.org jleech@chilternlearningtrust.org chatcher@chilternlearningtrust.org egrissaffi@chilternlearningtrust.org
Admissions	Samina Choudhury	samchoudhury@chilternlearningtrust.org
Capital Management	Teresa Kelly Julie Gearey	tkelly@chilternlearningtrust.org jgearey@chilternlearningtrust.org
Communications	Amanda Jeffreys	ajeffreys@chilternlearningtrust.org
Compliance Management	Teresa Kelly	tkelly@chilternlearningtrust.org
Crisis Management	Amanda Jeffreys	ajeffreys@chilternlearningtrust.org
Data Management	Angela Tattersall	atattersall@chilternlearningtrust.org
Facilities Management	Steve Tingey	stingey@chilternlearningtrust.org
GDPR	Chris Beedon	dpo@chilternlearningtrust.org
Governance	Gemma Funge	gfunge@chilternlearningtrust.org
Health and Safety	Julie Gearey	jgearey@chilternlearningtrust.org
Human Resources	Laura Townsend Rachael Rochester Sofia Quarta	ltownsend@chilternlearningtrust.org rrochester@chilternlearningtrust.org squarta@kempstonacademy.co.uk
ICT	Emma Gough	egough@chilternlearningtrust.org
Initial Teacher Training	Clare McGivern	cmcgivern@chilternlearningtrust.org
Land and Assets	Steve Tingey	stingey@chilternlearningtrust.org
Legal	Teresa Kelly	tkelly@chilternlearningtrust.org
Marketing & Design	Laura Metcalfe Matilda Nisbet	lmetcalfe@chilternlearningtrust.org mNISbet@chilternlearningtrust.org
ECTs	Cheryl Abbiss	cabbiss@chilternlearningtrust.org
Policies	Teresa Kelly Gemma Funge	tkelly@chilternlearningtrust.org gfunge@chilternlearningtrust.org
SEND & Safeguarding	Helen Masters	hmasters@chilternlearningtrust.org
Standards	Nadine Cotton Nicola Covington	ncotton@chilternlearningtrust.org ncovington@chilternlearningtrust.org
Professional Development and Teaching School	Sufian Sadiq	ssadiq@chilternlearningtrust.org
Teaching School Finance	Liane Blades	lblades@chilternlearningtrust.org
Teaching School Administration	Kelly Herber Sufian Khan	kherber@chilternlearningtrust.org skhan@chilternlearningtrust.org
Technology for Learning	Christian Turton	cturton@chilternlearningtrust.org



## KEY ADMINISTRATION CONTACTS

### **Annette Sturdee | PA to Headteacher/Office Manager | Ardley Hill Academy**

**Ardley Hill Academy** | Lowther Road | Dunstable | Bedfordshire | LU6 3NZ

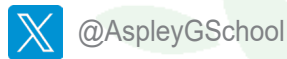
01582 667955 | [asturdee@ardleyhill.org.uk](mailto:asturdee@ardleyhill.org.uk)



### **Joanna Appleton | Office Manager | Aspley Guise Village School**

**Aspley Guise Village School** | Spinney Lane | Mount Pleasant | Aspley Guise | MK17 8JT

01908 582245 | [office@aspleyguise.school](mailto:office@aspleyguise.school)



### **Nicola McGiff | School Manager | Cedars Upper School & Linslade School**

**Cedars Upper School** | Mentmore Road | Linslade | Leighton Buzzard | Bedfordshire | LU7 2AE

01525 219344 | [nmcgiff@cedarsupper.co.uk](mailto:nmcgiff@cedarsupper.co.uk)



### **Eleanor Edwardson | PA to Headteacher | Challney High School for Boys**

**Challney High School for Boys** | Stoneygate Road | Luton | Bedfordshire | LU4 9TJ

01582 599921 ext 338 | [pa.headteacher@challneyboys.co.uk](mailto:pa.headteacher@challneyboys.co.uk)



### **Alison Ross | PA to Headteacher | Challney High School for Girls**

**Challney High School for Girls** | Addington Way | Luton | Bedfordshire | LU4 9FJ

01582 578118 | [headspa@challneygirls.luton.sch.uk](mailto:headspa@challneygirls.luton.sch.uk)



### **Hayley Peel | PA to Headteacher | Chiltern Academy**

**Chiltern Academy** | Gipsy Lane | Luton | Bedfordshire | LU1 3GF

01582 310644 | [hpeel@chiltern-academy.co.uk](mailto:hpeel@chiltern-academy.co.uk)





## KEY ADMINISTRATION CONTACTS

### **Amber Lee** | School Manager | **Dallow Primary School**

**Dallow Primary School** | Dallow Road | Luton | Bedfordshire | LU1 1LZ

01582 616601 | alee@dallowprimary.net

 @DallowPrimary

### **Stacey Krysta** | PA to Headteacher/School Manager | **Daubeney Academy**

**Daubeney Academy** | Orchard Street | Kempston | Bedfordshire | MK42 7PS

01234 400111 | skrysta@daubeneyacademy.co.uk

 @DaubeneyAcademy

### **Victoria Kain** | PA to Headteacher | **Denbigh High School**

**Denbigh High School** | Alexandra Avenue | Luton | Bedfordshire | LU3 1HE

01582 736611 | vkain@denbighhigh.co.uk

 @DenbighHigh

### **Corinne Pattison** | PA to the Headteacher | **Kempston Academy**

**Kempston Academy** | Hill Rise | Kempston | Bedfordshire | MK42 7EB

01234 290900 | pa@kempstonacademy.co.uk

 @KAKempston

### **Katie Doherty** | Office Manager | **Lancot School**

**Lancot School** | Lancot Drive | Dunstable | Bedfordshire | LU6 2AP

01582 667956 | admin@lancotschool.co.uk

 @Lancot\_Academy





## KEY ADMINISTRATION CONTACTS

### **Alison Gransby | Office Manager | Lark Rise Academy**

Lark Rise Academy | Cartmel Drive | Dunstable | Bedfordshire | LU4 3PT  
01582 607852 | office@larkrise.com

 @larkriseacademy

### **Emma Topliff | PA to Headteacher | Lea Manor High School**

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01582 652600 Ext 115 | etopliff@leamanorhighschool.org

 @leamanorschool

### **Sallie McIntyre | Office Manager | Marston Vale Middle School**

Marston Vale Middle School | The Crescent | Stewartby | Bedfordshire | MK43 9NH  
01234 768224 ext 05207 | smcintyre@marstonvalemiddle.co.uk

 @MVM\_school


### **Angie Pitchford | PA to Headteacher | Putteridge High School**

Putteridge High School | Putteridge Road | Luton | Bedfordshire | LU2 8HJ  
01582 415791 | apitchford@putteridgehigh.org

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### **Sharon Keely | Office Manager | Springfield Primary School**

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### **Kerry Smith | Office Manager | Wootton Primary School**

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01234 768239 | kerry.smith@woottonprimary.co.uk

 @WoottonPrimary



## KEY ADMINISTRATION CONTACTS

### **Mandy Crowley** | Office Manager | **Wootton Primary School**

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01234 768239 | [mandy.crowley@woottonprimary.co.uk](mailto:mandy.crowley@woottonprimary.co.uk)

 @WoottonPrimary

### **Amanda Jeffreys** | Executive Assistant & Communications | **Chiltern Learning Trust**

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LU3 3QN | 01582 550784 | [ajeffreys@chilternlearningtrust.org](mailto:ajeffreys@chilternlearningtrust.org) | [pa.ceo@chilternlearningtrust.org](mailto:pa.ceo@chilternlearningtrust.org)

 @ChilternLT

### **Gemma Funge** | Governance & Central Admin Manager | **Chiltern Learning Trust**

Chiltern Learning Trust | c/o Redgrave Children & Young Peoples Centre | Luton | Bedfordshire |  
LU3 3QN | 01582 550791 | [gfung@chilternlearningtrust.org](mailto:gfung@chilternlearningtrust.org) | [pa.ceo@chilternlearningtrust.org](mailto:pa.ceo@chilternlearningtrust.org)

 @ChilternLT

### **Catherine Giles** | Administrator | **Chiltern Learning Trust**

Chiltern Learning Trust | c/o Redgrave Children & Young Peoples Centre | Luton | Bedfordshire | LU3 3QN |  
01582 550783 | [cgiles@chilternlearningtrust.org](mailto:cgiles@chilternlearningtrust.org)

 @ChilternLT

### **Rachael Rochester** | Senior HR Officer | **Chiltern Learning Trust**

Chiltern Learning Trust | c/o Redgrave Children & Young Peoples Centre | Luton | Bedfordshire | LU3 3QN |  
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 @ChilternLT

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## KEY ADMINISTRATION CONTACTS

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### **Liane Blades | Senior Finance Officer | Chiltern Teaching School Hub**

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## KEY ADMINISTRATION CONTACTS

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**CENTRAL TEAM 2025-2026**

KNOW CLT 2:3



**ADRIAN ROGERS**  
Chief Executive Officer



**AMANDA JEFFREYS**  
Executive Assistant & Communications



**TERESA KELLY**  
Chief Finance & Compliance Officer



**JEAN LEECH**  
Finance Manager



**CAROLINE HATCHER**  
Senior Finance Officer



**GEMMA FUNGE**  
Governance & Central Team Admin Manager



**LAURA TOWNSEND**  
HR Manager



**EMMA GRISAFFI**  
Finance Officer



**LIANE BLADES**  
Senior Finance Officer



**SOFIA QUARTA**  
Senior HR Officer



**RACHAEL ROCHESTER**  
Senior HR Officer



**EMMA GOUGH**  
ICT Operations & Projects Manager



**JULIE GEAREY**  
Operations Manager



**STEVE TINGEY**  
Estates Manager



**SAMINA CHOUDHURY**  
Admissions & Appeals Officer



**ANDREW HAYWARD**  
Cluster Facilities Manager



**MICHAEL BUGLER**  
Cluster Facilities Manager



**TILLY NISBET**  
Design & Marketing Assistant



**LAURA METCALFE**  
Marketing & Communications Officer



**RUBY MCCONVILLE**  
Finance Assistant



**VICKY CLANFIELD**  
Finance Assistant



**ALIMA BEGUM**  
Finance Assistant



**HAZEERA BEGUM**  
Finance Assistant



**CLARE ADAM**  
Finance Assistant



**KELLY TUNNICLIFFE**  
Finance Assistant



**SALLY CRISP**  
HR Administrator



**SHAZIA AHMED**  
HR Administrator



**REBECCA CAVE**  
HR Administrator



**CJ HOLDING**  
Finance Assistant



**KATARZYNA NOWICKA**  
Finance Assistant



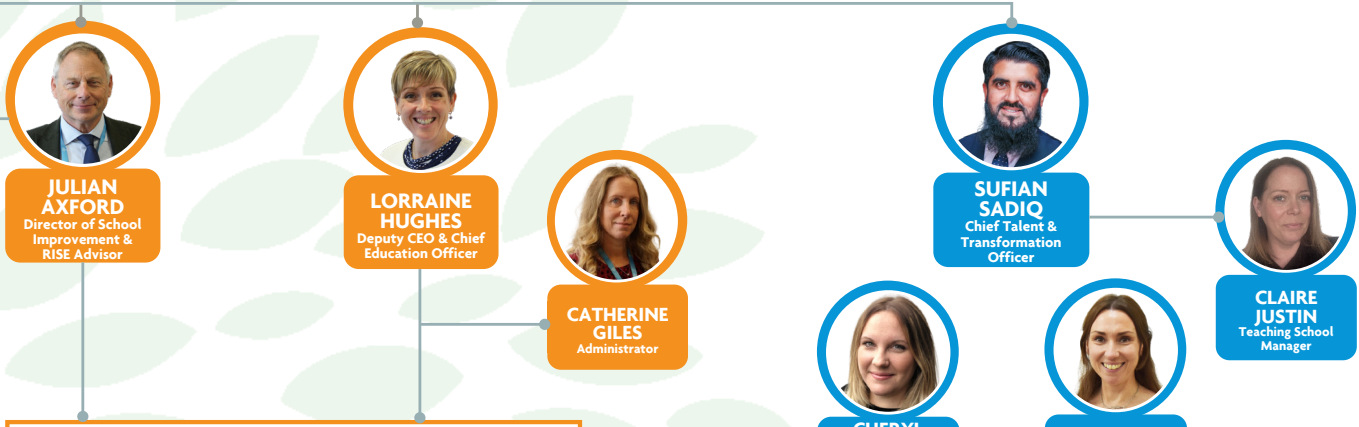
**LIANNE MARR**  
HR Administrator



**LIDIA BHOGAL**  
HR Administrator



**LAURA GEORGE**  
HR Administrator



 <b>HELEN MASTERS</b> Director of SEND & Safeguarding	 <b>NADINE COTTON</b> Director of Secondary Standards & QoE	 <b>NICOLA COVINGTON</b> Director of Primary Standards & QoE
 <b>NEIL MILLS</b> School Improvement Lead (Behaviour, Attendance & Personal Development)	 <b>FLORA BURT</b> School Improvement Lead (Pedagogy & Literacy)	 <b>ZOE KERR</b> School Improvement Primary Literacy
 <b>KATIE JONES</b> SEND SLE	 <b>RAZNA CHOUDHURY</b> Secondary Lead	 <b>ANGELA TATTERSALL</b> Data Manager

**SCHOOL IMPROVEMENT TEAM & SLE TEAM**  
PE Coordinator Lorna Woo-Sam, Engineering lead Dan Pallett, Music lead Bella Ellis.

 <b>AMJAD ALI</b> CPD & Inclusion Lead	 <b>TOM BELLWOOD</b> Behaviour & Attendance Lead
 <b>RAHBIA CHOUDAREY</b> Safeguarding & Programme Lead	 <b>YAMINA BIBI</b> Project Specialist
 <b>CHRISTIAN TURTON</b> Ed Tech Lead	 <b>AN AIS JUSTIN</b> Programme & Events Coordinator

**CHILTERN TEACHING SCHOOL HUB / BEHAVIOUR HUB**

 <b>ADRIAN GOULD</b> Secondary ITT Lead CTG & BSTP	 <b>KERRY WARD</b> Primary Lead CTG
 <b>JAMES MURPHY</b> Secondary Herts ITT Lead	 <b>JENNY LANGFORD</b> Primary Lead BSTP

**CHILTERN TRAINING GROUP**

 <b>HARRIET PAGE</b> Teaching School Administrator	 <b>ELAINE WARREN</b> Teaching School Administrator	 <b>KELLY HERBER</b> Teaching School Administrator	 <b>SUFJAN KHAN</b> Teaching School Administrator
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## KEY DOCUMENTS FOR CHILTERN LEARNING TRUST

DOCUMENT TITLE	LEAD PERSON	PURPOSE
Development Plan	Adrian Rogers	Key strategic direction of the Trust and outline of priorities
Chiltern Learning Trust Handbook	Amanda Jeffreys	Outline of working practices within the Trust
Chiltern Learning Trust CPD Handbook	Sufian Sadiq	All Trust and CTSH CPD including best practice meetings
CTSH Leaflet	Cheryl Abbiss	CPD information for all local schools and partners
Self-Evaluation Form (SEF)	Lorraine Hughes	An evaluative reflection of the Trust and its impact
Growth Strategy	Adrian Rogers	Assessing the Trusts capacity for growth and development
Chiltern Learning Trust Prospectus	Laura Metcalfe	All relevant information for any school interested in joining us
Information for potential joiners	Julian Axford	More detailed information booklet for schools making an informed decision to join us
Key Statutory Policies	Teresa Kelly	All the statutory or common policies within the Trust
Communication Documents	Adrian Rogers	Half termly CEO impact report to Trustees, summary report to Governors and staff and termly newsletter to parents and pupils
Governor Handbook	Teresa Kelly	Guidance for all Governors and Trustees



AUDIENCE	WHERE TO FIND	Date of Review
Trustees, Governors, Senior staff	Internal drive, hard copies for all key stakeholders, displayed in all staff rooms	August 2026
All staff within CLT, all staff	On Google drive, hard copies to all senior staff and offices, hard copy in all staff rooms, all staff receive electronically	August 2026
All staff within CLT	CLT - on Google drive, hard copies to all senior staff and offices, hard copy in all staff rooms, all staff receive electronically	August 2026
Local schools in Luton and Beds (their Senior Teams and the staff)	Hard copy sent to all schools, plus posters	August 2026
Trustees, Governors, Central Team, school Senior teams, Regional Schools Commissioner	Hard copy only to the target audience	July 2026
Trustees, Headteachers, Regional Schools Commissioner	Hard copy only for the target audience, summary version available electronically	January 2027
School Governors and Senior Teams from outside the Trust	Available in hard copies to any school and on the website	January 2027
Governors and Senior Teams of schools interested in joining us	Available in hard copy on request	January 2026
All stakeholders, including Trustees, Governors, all staff, parents	Available on the website	Ongoing
All stakeholders receive tailored report	Emailed to relevant stakeholders, hard copies to parents	Ongoing
Governors, Trustees and Clerks	GovernorHub	August 2026



## SAFEGUARDING IN CHILTERN LEARNING TRUST



WORKING WITH CLT 3:1



## EXPECTATIONS OF OUR SCHOOLS

Although each school retains its individual identity and history, the desire for excellence and high achievement for all learners, regardless of their background or ability, is the common underpinning feature of all our schools. We work together, using our very best teachers and leaders to raise the outcomes and opportunities for every child, sharing best practice and expertise amongst staff to raise participation and narrow gaps in achievement. As a Trust we also have certain standards and expectations which relate to working practices within the many different areas of our operations. These standards and expectations manifest themselves as formal policies, procedures, guiding principles and quality standards that are applied to every school within the Trust. These are not only important in helping to ensure that we are maintaining quality and consistency across our schools, but they also help to prevent duplication and reduce workloads.

### ADRIAN ROGERS | Chief Executive Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p>a) Lead the strategic direction of the Chiltern Learning Trust.</p> <p>b) Support and challenge the Headteachers and senior teams in each school.</p> <p>c) Help lead all our schools to be outstanding.</p>	<p>a) Provide input of a high quality into the strategic direction of the Trust, through the senior teams.</p> <p>b) Provide prompt and appropriate information for the CEO and be available/prioritise regular</p> <p>c) Ensure progress and attainment data and pupil standards are outstanding, and provide 'outstanding' leadership.</p>	Trustees





## EXPECTATIONS OF OUR SCHOOLS

**JULIE GEAREY** | Operations Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Supports the Director of Operations to ensure the effectiveness and legal alignment of the policy framework held by the Operations Team, focussing specifically on Health and Safety, Strategic Risk Management and Business Continuity and provides support and ensures school and Trust compliance with relevant Trust policies.</p> <p><b>b)</b> Manages Trust wide services contracts and explores opportunities to deliver further efficiencies through centralised procurement and management of a wider range of centralised services and supplies, responsible for performance monitoring and reporting and for liaison with schools.</p>	<p><b>a)</b> Implement the Trust's policy framework related to the Trust's Operations team (currently Health and Safety, Strategic Risk Management and Business Continuity), engaging with training provided and seeking further Trust support where necessary.</p> <p><b>b)</b> Liaise with the Operations Manager for any issues related to the day to day management of current central services contracts and supplies including catering and cleaning services and utilities and also engage in periodic performance meetings, reviews and Trust led tendering exercises.</p> <p><b>c)</b> Consult with the Operations Manager in the planning phase of any changes that may be necessary to request to current central services contracts and supplies.</p> <p><b>d)</b> To be aware of all services and supplies that are procured centrally for its schools by the Trust.</p>	<p>Chief Finance &amp; Compliance Officer</p>

**STEVE TINGEY** | Estates Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Supports site and facilities managers to ensure that the Trust's Health and Safety policy and current legislation is understood, implemented and monitored across all sites including regular site visits and compliance inspections.</p> <p><b>b)</b> Supports schools in identifying and evaluating building condition, suitability and sustainability priorities in order to define their Site Development Plans and to develop planned and preventative maintenance programmes.</p> <p><b>c)</b> Provides technical advice on projects and capital works liaising with internal and external parties and consultants as required and ensuring compliance.</p> <p><b>d)</b> Supports individual academies with the appointment of operational site staff.</p>	<p><b>a)</b> Ensure compliance with Health and Safety at all times.</p> <p><b>b)</b> Ensure sufficient time and resources are allocated to school maintenance programmes and contracts.</p> <p><b>c)</b> Engage with the Trust's Estates Manager at the inception of new projects and throughout.</p> <p><b>d)</b> Ensure compliance with the Trust's Scheme of Delegation, financial regulations, school policies, personnel procedures, service level agreements and the regulations and directives as appropriate.</p> <p><b>e)</b> Liaise directly with the Estates Manager on issues related to service standards and quality and engage with periodic quality audits undertaken by the Estates Manager and contractor.</p> <p><b>f)</b> Ensure early liaison in the drafting or review of job descriptions, recruitment and interview.</p>	<p>Headteacher/ Director of School Improvement</p>



## EXPECTATIONS OF OUR SCHOOLS

**LAURA METCALFE** | Marketing & Communications Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Responsible for planning, developing and executing marketing communication campaigns across digital platforms and print media.</p> <p><b>b)</b> Tracking and reporting on the effectiveness of campaigns (including marketing spend) to optimise current and future marketing activities.</p> <p><b>c)</b> Providing support with writing copy and design for all marketing collateral, including CLT handbooks, brochures, letters, emails, and websites.</p> <p><b>d)</b> Carrying out research of social media handles and groups, to support with the next academic year's recruitment campaigns for both Teaching School and Teacher Recruitment.</p> <p><b>e)</b> Undertake an annual audit of school, CTG, CTSH and Trust websites to ensure compliance with DfE standards with the Trust's Director of ICT.</p>	<p><b>a)</b> Manage social media, taking account of Trust advice, guidance and support.</p> <p><b>b)</b> Provide suitable input to Trust staff and stakeholder newsletters and proactive press releases.</p> <p><b>c)</b> Engage early on potential issues that may be newsworthy and/or require a quick response to avoid negative publicity.</p> <p><b>d)</b> Engage in Trust wide publicity of vacancies in recruitment rounds.</p>	<p>Headteacher &amp; Executive Assistant &amp; Communications</p>

**TILLY NISBET** | Design & Marketing Assistant

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Produce graphics and undertake the creative design of marketing materials, promotions and campaigns for a range of print and digital media and take direction from senior members of the Trust team including CEO.</p> <p><b>b)</b> Think creatively to provide new ideas and concepts and develop innovative designs, advising on new ways to design/market our materials and present them better.</p> <p><b>c)</b> Oversee the design, production (working with external print companies) and distribution of physical materials including leaflets, posters, programmes, tickets, templates, booklets, brochures, prospectuses, banners, stationery, event materials, promotional goods and other branded items.</p> <p><b>d)</b> Take high-quality photographs, create videos and work on artwork to develop marketing materials ensuring they are edited to a high quality as needed.</p>	<p><b>a)</b> Seek support in the design of marketing material including posters, banners, sales material etc. to promote school and Trust activities.</p> <p><b>b)</b> Provide all necessary information needed about the school to promote and market the school as required.</p> <p><b>c)</b> Adhere to CLT brand guidelines ensuring quality standards are met across all school design material e.g. logos are positioned on all communication material in line with the brand guidelines and communication guides.</p> <p><b>d)</b> Where appropriate give advance notice of bigger projects that the school requires assistance with e.g. prospectus.</p> <p><b>e)</b> Ensure Design Assistants, if applicable, meet quality standards and deadlines set out by the Trust.</p>	<p>Headteacher &amp; Executive Assistant &amp; Communications</p>



## EXPECTATIONS OF OUR SCHOOLS

**EMMA GOUGH** | ICT Operations & Projects Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Responsible for budget planning, management and procurement of all ICT spend across the Trust.</p> <p><b>b)</b> Meet regularly with Headteachers to support schools in adhering to their 5 year IT development plan and minimum standards.</p> <p><b>c)</b> Manage the ICT Support contract to ensure KPIs are achieved and performance maintained.</p> <p><b>d)</b> Project manage ICT infrastructure projects.</p> <p><b>e)</b> Lead Cyber Security activities and compliance across the Trust.</p> <p><b>f)</b> Work closely with Trust Tech 4 Learning Lead to align technology in supporting PedTech.</p> <p><b>g)</b> Develop a centralised purchasing process to improve value for money</p> <p><b>h)</b> Own and manage the delivery of the Trust ICT Strategy.</p>	<p><b>a)</b> Engage with ICT Ops Manager to develop ICT requirements in line with T&amp;L focus for the school.</p> <p><b>b)</b> Liaise with ICT Ops Manager on issues related to contract service standards.</p> <p><b>c)</b> Adhere and support compliance to procurement framework, DPIA and schools ICT policies and procedures.</p> <p><b>d)</b> Be aware of all operational Software procured centrally for its school by the Trust.</p> <p><b>e)</b> Consult with the ICT Ops Manager at the planning phase of any changes that may require additional ICT design, support or guidance.</p>	<p>Chief Finance &amp; Compliance Officer</p>

WORKING WITH CLT 3:2

**SAMINA CHOUDHURY** | Admissions & Appeals Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To formulate, develop and review the Trust's policies and practices on admissions in line with legislation and the School Admissions and School Admission Appeals codes of practice.</p> <p><b>b)</b> To manage the evaluation of statistical information and comparative data to enable detailed analysis of trends on an academy / area basis, to inform admission policies and local demands and needs.</p> <p><b>c)</b> To research, prepare and present the case for Academies in the Trust at admission appeals, including group presentations to parents and panel members.</p>	<p><b>a)</b> Engage with the consultation and determination process with the Admissions Manager to implement the Trust's policies.</p> <p><b>b)</b> Provide all necessary school held data to enable analysis when necessary.</p> <p><b>c)</b> To provide timely and accurate information to support the drafting and presentation of appeals cases.</p>	<p>Headteacher/ ICT Operations &amp; Projects Manager</p>



## EXPECTATIONS OF OUR SCHOOLS

**TERESA KELLY** | Chief Finance & Compliance Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a) Governance -</b> Ensure effective, high quality governance that challenges and supports, and establishes an effective, strategic, informed Board of Trustees.</p> <p><b>b) Statutory compliance advice/helpline -</b> Providing practical guidance and leadership for all support staff.</p> <p><b>c) Financial support and guidance for</b> all Headteachers and senior staff, with</p>	<p><b>a) Recruit, induct and train LGB Governors.</b></p> <p><b>b) Provide administrative support for LGB Governors.</b></p> <p><b>c) Ensure governor templates are completed on time.</b></p> <p><b>d) Follow the CLT governance reporting structures as per CLT guidance.</b></p> <p><b>e) Ensure all CLT statutory policies are disseminated to all staff, uploaded to school's website and implemented across the school.</b></p> <p><b>f) Ensure compliance with the CLT Scheme of Delegation.</b></p> <p><b>g) Meet all deadlines set by the CLT.</b></p> <p><b>h) Ensure the Right of Access to Information.</b></p> <p><b>i) Permit the central finance staff to attend any governor or finance meetings with advance notice.</b></p>	<p>CEO/ Headteacher</p>

**JEAN LEECH** | Finance Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a) Lead year end procedures across the CLT</b></p> <p><b>b) Compile statutory accounts (with Buzzacott)</b></p> <p><b>c) Lead induction/training and support for finance staff.</b></p> <p><b>d) Manage and administer the monthly CLT financial management systems for each school, ensuring compliance with the DFE financial handbook.</b></p> <p><b>e) Analysing schools' monthly finance reports.</b></p> <p><b>f) VAT, reconciling control accounts.</b></p> <p><b>g) Standardise practices across CLT to ensure efficiency and clarity of reporting.</b></p> <p><b>h) Budget setting/monitoring.</b></p>	<p><b>a) Provide a L4 Finance Officer.</b></p> <p><b>b) Deliver monthly reports in a timely manner.</b></p> <p><b>c) Provide full access to all finance software and systems.</b></p> <p><b>d) Ensure compliance by following the financial handbook.</b></p>	<p>Chief Finance &amp; Compliance Officer / Headteacher</p>



## EXPECTATIONS OF OUR SCHOOLS

**CAROLINE HATCHER** | Senior Finance Officer

CLT Roles:	The school will:	Lead: Monitored by:
<ul style="list-style-type: none"> <li>a) Provide induction/training &amp; support for finance staff on PS Financials.</li> <li>b) Provide induction/training &amp; support for HR staff on IMP budget software.</li> <li>c) Administer finance and budget software to add, update and maintain users and data.</li> <li>d) Analyse monthly Trust payroll data and upload to finance software.</li> <li>e) Provide support to Headteachers for budget setting &amp; monitoring.</li> <li>f) Support with line management of finance team.</li> </ul>	<ul style="list-style-type: none"> <li>a) Provide full access to all finance information and systems.</li> <li>b) Ensure compliance by following the financial handbook.</li> </ul>	Finance Manager

**EMMA GRISAFFI** | Finance Officer

CLT Roles:	The school will:	Lead: Monitored by:
<ul style="list-style-type: none"> <li>a) Administer the monthly Funding Information Statement (FIS).</li> <li>b) Carry out bursary service for Central Team.</li> <li>c) Provide support to Headteachers for budget setting and monitoring.</li> <li>d) Maintain School Condition Allocations (SCA) payments and ledgers.</li> <li>e) Provide support to Finance team.</li> </ul>	<ul style="list-style-type: none"> <li>a) Provide full access to all finance information and systems.</li> <li>b) Ensure compliance by following the financial handbook.</li> </ul>	Finance Manager

WORKING WITH CLT 3:2





## EXPECTATIONS OF OUR SCHOOLS

**LAURA TOWNSEND** | HR Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Support the development and management of a comprehensive people function, including leading on the Trust's People Strategy.</p> <p><b>b)</b> Provide professional HR advice and guidance to all Headteachers and other senior managers on all HR related matters to mitigate risk to the Trust.</p> <p><b>c)</b> Lead on the provision of high-quality People support and services to all Trust schools</p> <p><b>d)</b> Ensure that the Trust complies with legislation and best practice across all people related activities</p>	<p><b>a)</b> Provide a HR Officer.</p> <p><b>b)</b> Provide CLT with internal support and if required, an investigating officer.</p> <p><b>c)</b> Ensure compliance by following all Trust policies and procedures.</p>	<p>Chief Finance &amp; Compliance Officer / Headteacher</p>

**RACHAEL ROCHESTER** | Senior HR Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Provide support, advice and guidance to Headteachers and HR Administrators on all HR policies and procedures</p> <p><b>b)</b> Support, induct and train HR Administrators to resolve HR problems, implement HR policies and recommend effective courses of action</p> <p><b>c)</b> Manage, monitor and undertake casework alongside our HR external provider</p>	<p><b>a)</b> Provide full access to all HR / staff information and systems.</p> <p><b>b)</b> Ensure compliance by following all Trust policies and procedures.</p>	<p>HR Manager</p>

**SOFIA QUARTA** | Senior HR Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Provide support, advice and guidance to Headteachers and HR Administrators on all HR policies and procedures</p> <p><b>b)</b> Support, induct and train HR Administrators to resolve HR problems, implement HR policies and recommend effective courses of action</p> <p><b>c)</b> Manage, monitor and undertake casework alongside our HR external provider</p>	<p><b>a)</b> Provide full access to all HR / staff information and systems.</p> <p><b>b)</b> Ensure compliance by following all Trust policies and procedures.</p>	<p>HR Manager</p>



## EXPECTATIONS OF OUR SCHOOLS

**LORRAINE HUGHES** | Deputy CEO & Chief Education Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To support the CEO in setting the strategic direction for Education in Chiltern Learning Trust.</p> <p><b>b)</b> To ensure Chiltern Learning Trust provides an excellent quality of education.</p> <p><b>c)</b> To monitor and develop all aspects of education.</p> <p><b>d)</b> Work with the CEO to support and challenge the Headteachers and senior teams in each school.</p> <p><b>e)</b> To promote a host of CPD opportunities for each school within the Trust.</p> <p><b>f)</b> To ensure all school to school support within the Trust is well coordinated and impactful.</p> <p><b>g)</b> To oversee Safeguarding across the Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information and be available and prioritise regular meetings.</p>	<p>Chief Executive Officer</p>

WORKING WITH CLT 3:2

**JULIAN AXFORD** | Director of School Improvement & RISE Advisor

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To support and lead the growth and merger agenda of the Trust.</p> <p><b>b)</b> To be our link to RISE and national school improvement.</p> <p><b>c)</b> To monitor and develop the quality of leadership, the quality of education, behaviour, attitudes and personal development in schools.</p> <p><b>d)</b> Work with the CEO and Deputy CEO to support and challenge the Head teachers.</p> <p><b>e)</b> To promote and target a range of CPD opportunities schools within the Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information.</p> <p><b>b)</b> Be available and prioritise regular meetings.</p> <p><b>c)</b> Engage with CPD opportunities as appropriate.</p>	<p>Chief Executive Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

**HELEN MASTERS** | Director of SEND and Safeguarding

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To support the Deputy CEO in monitoring the effectiveness of safeguarding for Chiltern Learning Trust.</p> <p><b>b)</b> To ensure Chiltern Learning Trust provides an excellent quality of education for pupils with SEND.</p> <p><b>c)</b> To monitor and develop the quality of leadership of SEND and safeguarding across Chiltern Learning Trust.</p> <p><b>d)</b> To promote, provide and target a range of CPD opportunities in relation to SEND and safeguarding across Chiltern Learning Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information.</p> <p><b>b)</b> Be available and prioritise regular meetings.</p> <p><b>c)</b> Engage proactively in SEND and safeguarding reviews, including any follow up.</p> <p><b>d)</b> Engage with CPD opportunities as appropriate.</p>	Deputy CEO & Chief Education Officer

**NICOLA COVINGTON** | Director of Primary Standards & Quality of Education

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the leadership and management of the Chiltern Learning Trust working at the discretion of the Deputy CEO within school improvement work with a focus on primary standards, curriculum and pedagogy.</p> <p><b>b)</b> Ensuring continuous improvement in the quality of primary provision.</p> <p><b>c)</b> To promote, provide and target a range of CPD opportunities in relation to primary education across Chiltern Learning Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information</p> <p><b>b)</b> Be available and prioritise regular meetings</p> <p><b>c)</b> Engage with CPD opportunities as appropriate</p>	Deputy CEO & Chief Education Officer



## EXPECTATIONS OF OUR SCHOOLS

**NEIL MILLS** | School Improvement Lead  
(Behaviour, Attendance & Personal Development)

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the leadership and management of the Chiltern Learning Trust working at the discretion of the Deputy CEO within school improvement work with a focus on children not in school, behaviour and personal development.</p> <p><b>b)</b> Ensuring continuous improvement in the attendance, behaviour and attitudes of pupils.</p> <p><b>c)</b> To promote, provide and target a range of CPD opportunities in relation to behaviour, attitudes, attendance and personal development across Chiltern Learning Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information</p> <p><b>b)</b> Be available and prioritise regular meetings</p> <p><b>c)</b> Engage with CPD opportunities as appropriate</p>	<p>Deputy CEO &amp; Chief Education Officer</p>

**NADINE COTTON** | Director of Secondary Standards & Quality of Education

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the leadership and management of the Chiltern Learning Trust working at the discretion of the Deputy CEO within school improvement work, with a focus on secondary standards, curriculum and pedagogy.</p> <p><b>b)</b> Ensuring continuous improvement in the quality of secondary provision.</p> <p><b>c)</b> To promote, provide and target a range of CPD opportunities in relation to education across Chiltern Learning Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information</p> <p><b>b)</b> Be available and prioritise regular meetings</p> <p><b>c)</b> Engage with CPD opportunities as appropriate</p>	<p>Deputy CEO &amp; Chief Education Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

### FLORA BURT | School Improvement Lead (Pedagogy & Literacy)

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the leadership and management of the Chiltern Learning Trust working at the discretion of the Deputy CEO within school improvement with a focus on literacy.</p> <p><b>b)</b> Ensuring continuous improvement in the quality of provision in pedagogy and literacy.</p> <p><b>c)</b> To promote, provide and target a range of CPD opportunities in relation to pedagogy and literacy across Chiltern Learning Trust.</p>	<p><b>a)</b> Provide prompt and appropriate information</p> <p><b>b)</b> Be available and prioritise regular meetings</p> <p><b>c)</b> Engage with CPD opportunities as appropriate</p>	Deputy CEO & Chief Education Officer

### ANGELA TATTERSALL | Data Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Provide guidance and support for the sharing and monitoring of performance data.</p> <p><b>b)</b> Advice and assistance with the setting up of systems to enable schools to produce this information.</p> <p><b>c)</b> Benchmarking for specific groups across the trust.</p> <p><b>d)</b> Lead on the target setting process for the trust schools to ensure schools performance indicators are challenging.</p>	<p><b>a)</b> Provide a data processing officer in school.</p> <p><b>b)</b> Provide full access to network and software packages used by the school Bromcom</p> <p><b>c)</b> Have published data entry points to meet required reporting.</p> <p><b>d)</b> Meet data entry deadlines.</p>	Director of Secondary Standards & Quality of Education / Headteacher



## EXPECTATIONS OF OUR SCHOOLS

**CHRISTIAN TURTON** | Educational Technology Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Provide support for schools in developing learning technologies that align with their sustainability strategies, school improvement priorities (SIP), and foster digitally literate, aspirational learners.</p> <p><b>b)</b> Support teachers and support staff in effectively integrating technology across both the curriculum and the broader school environment.</p> <p><b>c)</b> Promote and support the use of learning technologies that enhance teacher quality and build teacher self-efficacy.</p> <p><b>d)</b> Facilitate the creation of equitable opportunities for all staff and pupils to access transformative technologies and skills.</p>	<p><b>a)</b> Set up a school-specific Google Workspace domain for all staff and pupils, which is hosted under the Chiltern Learning Trust domain.</p> <p><b>b)</b> Meet with the Educational Technology Lead at the start of each academic year and termly as appropriate to agree the actions arising from the Technology for Learning Strategy for the forthcoming year.</p> <p><b>c)</b> Identify the SLT staff member(s) with specific reasonability for technology for learning and ensure they oversee the delivery of the school action plan.</p>	Director of Secondary Standards & Quality of Education



## EXPECTATIONS OF OUR SCHOOLS

**SUFIAN SADIQ** | Chief Talent & Transformation Officer

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To work with the CEO to ensure high quality professional development through all Teaching School activities.</p> <p><b>b)</b> To broker and quality assure SLE school to school support as identified by the Directors of Education and School Improvement.</p> <p><b>c)</b> To develop a comprehensive CPD offer that staff across the Trust at various levels can access remotely.</p> <p><b>d)</b> To work with the CEO and central team to ensure the highest standards across all Trust schools.</p> <p><b>e)</b> To lead the Teaching School Hub and ensure high quality access to NPQs and the Early Career Framework for Trust staff.</p> <p><b>f)</b> To work closely with the school and CEO to develop a talent management strategy, which looks at recruitment, identification, retention and development.</p> <p><b>g)</b> To provide leadership oversight across aspects of the Teaching School: ITT, ECF, NPQs and CPD. Ensuring schools have access to all elements of the Golden Thread.</p> <p><b>h)</b> To work closely with the Attendance / Behaviour Hub Lead and ensure there is high quality access to Behaviour and Attendance Hub strategies across all Trust schools.</p> <p><b>i)</b> To identify and attract new talent to the Trust.</p> <p><b>j)</b> To retain and develop talent within the Trust.</p> <p><b>k)</b> Developing a local, regional and national profile for the Trust.</p> <p><b>l)</b> To provide leadership oversight across ITE provision in Beds, MK and Herts.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p> <p><b>b)</b> Provide timely information on vacancies, intentions made by staff to develop or leave, as well as information on employable candidates.</p>	<p>Chief Executive Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

CHERYL ABBISS | Director of Teaching School Hub

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the leadership and management of the Chiltern Learning Trust and Chiltern Teaching School Hub (CTSH), and to work, at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Ensuring efficient and effective day-to-day operations and management of the Teaching School Hub (TSH) to deliver on teacher recruitment, retention and development across the Hub areas.</p> <p><b>c)</b> Lead the senior meetings of the CTSH, the local strategic boards and provide analysis of the performance of our CTSH for the partnership board.</p> <p><b>d)</b> Full and accurate quality assurance of our services and measure our performance against the TSH KPIs.</p> <p><b>e)</b> Liaise with the financial officer and the Director of Finance to ensure financial management and operational management are fully compliant.</p> <p><b>f)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer / Deputy CEO &amp; Chief Education Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

CLARE MCGIVERN | Director of ITT

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> To ensure recruitment numbers into Initial Teaching Training are high and meet demands for teaching posts across the region and the Trust.</p> <p><b>b)</b> To ensure a high quality provision for CTG as an accredited provider and across all SCITT Hubs, providing the best quality ECTs locally.</p> <p><b>c)</b> To ensure CTG and SCITT Hubs are working closely with Trust schools.</p> <p><b>d)</b> Effectively manage growth of the SCITT Hub areas across the region.</p>	<p><b>a)</b> Communicate teacher vacancy needs where a trainee or ECT could fill the post.</p> <p><b>b)</b> Provide frequent communication regarding ITT opportunities and positively engage with the delivery of ITT.</p> <p><b>c)</b> Support the placement of trainees with CTG and SCITT Hubs as priority placements.</p>	<p>Chief Talent &amp; Transformation Officer / Headteacher</p>



## EXPECTATIONS OF OUR SCHOOLS

**ANAIS JUSTIN** | PROGRAMME AND EVENTS CO-ORDINATOR

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operation of the Chiltern Learning Trust and Chiltern Teaching School Hub (CTSH), and to work, at the discretion of the Director of Teaching School.</p> <p><b>b)</b> Ensuring efficient and effective day-to-day operations of the Teaching School Hub (TSH) to deliver teacher recruitment, retention and develop across the Hub area.</p> <p><b>c)</b> Managing the programming of all Teaching School activities, and deploying the effective use of the CRM system.</p> <p><b>d)</b> Managing programme delivery across all aspects of the Golden Thread. Support facilitators' recruitment, training and scheduling across the TSH. Developing opportunities for Trust schools to be involved in the delivery of programmes.</p> <p><b>e)</b> Develop a comprehensive and innovative CPD programme for the Trust and wider region.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

**CLAIRE JUSTIN** | Teaching School Manager

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operation of Chiltern Teaching School including Chiltern Training Group.</p> <p><b>b)</b> Manage all Teaching School administrative staff and oversee the allocation of duties, performance and development of staff to provide smooth and effective processing of the Teaching School's day-to-day administrative business.</p> <p><b>c)</b> Quality assure the safer recruitment practices for the Teaching School including overseeing the Single Central Record.</p> <p><b>d)</b> Provide a high level of management support, advice and guidance to the Teaching School Leadership Team as required.</p> <p><b>e)</b> Work with the ITT Director to ensure recruitment numbers are high and budgets are adhered to.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer</p>

WORKING WITH CLT 3:2





## EXPECTATIONS OF OUR SCHOOLS

**NICOLA HICKTON** | National Professional Qualifications Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operations of Chiltern Teaching School Hub (CTSH), and to work at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Ensuring efficient and effective day-to-day operations and management of the NPQs to deliver on teacher recruitment, retention and development across the Hub areas.</p> <p><b>c)</b> Lead the meetings on behalf of CTSH, provide analysis of the performance of CTSH for the partnership board.</p> <p><b>d)</b> Full and accurate quality assurance of our services and measure our performance against the TSH KPIs.</p> <p><b>e)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer</p>



## EXPECTATIONS OF OUR SCHOOLS

**KATY NORSWORTHY** | Appropriate Body Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operations of Chiltern Teaching School Hub (CTSH), and to work at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Ensuring efficient and effective day-to-day operations and management of the Appropriate Body to deliver on teacher recruitment, retention and development across the Hub areas.</p> <p><b>c)</b> Lead the meetings on behalf of CTSH, provide analysis of the performance of our CTSH for the partnership board.</p> <p><b>d)</b> Full and accurate quality assurance of our services and measure our performance against the TSH KPIs.</p> <p><b>e)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer</p>

WORKING WITH CLT 3:2





## EXPECTATIONS OF OUR SCHOOLS

HELEN RUSSELL | Early Career Teacher Entitlement Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operations of Chiltern Teaching School Hub (CTSH), and to work, at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Ensuring efficient and effective day-to-day operations and management of the ECTe to deliver on teacher recruitment, retention and development across the Hub areas.</p> <p><b>c)</b> Lead the meetings on behalf of CTSH, provide analysis of the performance of CTSH for the partnership board.</p> <p><b>d)</b> Full and accurate quality assurance of our services and measure our performance against the TSH KPIs.</p> <p><b>e)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p><b>a)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer</p>

WORKING WITH CLT 3:2





## EXPECTATIONS OF OUR SCHOOLS

**TOM BELLWOOD** | Behaviour & Attendance Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operation of Teaching School (TS) and to work, at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p> <p><b>c)</b> Ensuring efficient and effective day-to-day operations and management of the Teaching School (TS) to deliver on Behaviour, Attendance and development across the Hub areas.</p> <p><b>d)</b> Attend and contribute to senior meetings of the TS, to support the local strategic boards and provide analysis of the performance of our TS for the partnership board.</p> <p><b>e)</b> Full and accurate quality assurance of our services and measure our performance against the TS KPIs.</p> <p><b>f)</b> Liaise with the financial officer and the Director of Finance to ensure financial management and operational management are fully compliant.</p> <p><b>g)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p>a) Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer / Director of Teaching School Hub</p>



## EXPECTATIONS OF OUR SCHOOLS

**RAHBIA CHOUDAREY** | Safeguarding & Projects Lead

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> Playing a full and active part in the operation of the Teaching School (TS) and to work, at the discretion of the Director of Teaching School and the Trust Deputy CEO.</p> <p><b>b)</b> Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p> <p><b>c)</b> Ensuring efficient and effective day-to-day operations and management of the Teaching School (TS) to deliver on Safeguarding and Serious Youth Violence hub and development across the Hub areas.</p> <p><b>d)</b> Attend and contribute to senior meetings of the TS, to support the local strategic boards and provide analysis of the performance of our TS for the partnership board.</p> <p><b>e)</b> Full and accurate quality assurance of our services and measure our performance against the TS KPIs.</p> <p><b>f)</b> Liaise with the financial officer and the Director of Finance to ensure financial management and operational management are fully compliant.</p> <p><b>g)</b> Motivating and leading others by example by being a high performing, knowledgeable and reliable leader.</p>	<p>a) Provide prompt and appropriate information, support ITE and enable staff to access professional development opportunities.</p>	<p>Chief Talent &amp; Transformation Officer / Director of Teaching School Hub</p>



## EXPECTATIONS OF OUR SCHOOLS

ADRIAN GOULD & KERRY WARD | Phase Leads of ITT

CLT Roles:	The school will:	Lead: Monitored by:
<p><b>a)</b> QA SCITT Hubs, ensuring a rich learning experience for trainees.</p> <p><b>b)</b> Lead the Quality Assurance team for CTG, to ensure that all aspects of delivery are of a high standard.</p> <p><b>c)</b> Ensure high quality of curriculum, training, trainee standards, and compliance across SCITT Hubs.</p> <p><b>d)</b> Ensure high quality mentor training programme is in place to develop excellent support for trainees in school.</p> <p><b>e)</b> Lead planning and delivery of ITAP programmes to ensure trainees experience deliberate practice on high leverage skills.</p>	<p><b>a)</b> Refer staff for the Quality Assurance team and release staff to undertake trainee observations in the school day.</p> <p><b>b)</b> Provide high communication regarding ITT, have an open door policy for visits regarding ITT, support placement of trainees.</p> <p><b>c)</b> Release staff to undertake mentor training at designated times throughout the year.</p> <p><b>d)</b> Release staff to attend or support ITAP programs at designated times throughout the year.</p>	Director of IT



## EQUIVALENT POST HOLDERS WITHIN THE CLT

WORKING WITH CLT 3:3

	Headteacher	Office Manager/ Headteacher's PA	Senior Lead for CPD	Senior Lead for Curriculum	Finance Link	HR Link	Facilities Link	Data Protection Lead	Designated Safeguarding Lead	SEND/CO
ARDLEY HILL ACADEMY	Romina Lang	Annette Sturdee	Helen Trevor	TBC	Katarzyna Nowicka	Louise Johnson	Michael Bugler	Annette Sturdee	Mary Foster / Helen Trevor	Ifhit Latif
ASPLEY GUISE	Jamie Brown	Joanna Appleton	Jamie Brown	Jamie Brown	Joanna Appleton	Jamie Brown	Jamie Brown	Jamie Brown	Jamie Brown	Vicky Greaves
CEDARS UPPER SCHOOL	Mark Gibbs	School Manager Nicola McGiff	Melanie Norman	Melanie Norman	Victoria Clanfield	Leanne Ringsell	Angela Herbert	Nicola McGiff	Oliver Smith	Cat Parry
CHALLNEY HIGH SCHOOL FOR BOYS	Mark Mailer	School Manager Melinda Halasz PA to HT Eleanor Edwardson	Henry Cross	Mohammed Parmar	Hazera Begum	Laura Miller	Tony Salmon-Jones	Melinda Halasz	Aabid Khan	Haris Shafi
CHALLNEY HIGH SCHOOL FOR GIRLS	Sheba George	School Manager Simonne Dartey PA to HT Alison Ross	Jen Wright	Sam Fisher	Nathan Millard	Shazia Ahmed	Simonne Dartey	Simonne Dartey	Usman Ali	Lisa West
CHILTERN ACADEMY	Ian Douglas	Office Manager Anna Missenden PA to HT Hayley Peel	Carl Belle	Carl Belle	Katarzyna Nowicka	Kirsty Toomey	Kurtis Pitchford	Dan Pallett	Faiza Ahmad	Yogesh Mistry
DALLOW PRIMARY SCHOOL	Katharine Lovell	School Manager Amber Lee	Zaibun Nisar	Sarah Angood	Anne Leishman	Jade Kirkpatrick	Michael Bugler	Amber Lee	Sheelah McGregor	Tina Thorpe
DAUBENEY ACADEMY	Chris Carter	Office Manager Laura Forestiero PA to HT Stacey Krysta	Gareth Doward	Gareth Doward	Claire Adam	Lidia Bhogal	Andy Hayward	Laura Forestiero	Louise Hartwell	Bianca Spiteri
DENBIGH HIGH SCHOOL	Donna Neely-Hayes	PA to HT Victoria Kain	Ian Stonnell	Ian Hayden	Alima Begum	Teresa Everitt	Andrew Horner	Wendy Wells	Hannah Harwood	Anna Walczynska
KEMPSTON ACADEMY	Paul House	School Manager Victoria Clayton PA to HT Corinne Pattison	Gavin Ward	Gemma Buckingham	Ruby McConville	Sofia Quarta	Andy Hayward	Victoria Clayton	Chris Wragg	Chris Wragg
LANCOT SCHOOL	Claire Probert	Office Manager Katie Doherty	Vikki Rothwell	Iain Patterson	Kelly Tunnicliffe	Lianne Marr	Michael Bugler	Katie Doherty	Michelle Stewart	Vikki Rothwell
LARK RISE ACADEMY	Romina Lang	Alison Gransby	Romina Lang	Hannah Hartley	Melanie Vizard	Alison Gransby	Michael Bugler	Katie Waterman	Katie Waterman	Hannah Hartley
LEA MANOR HIGH SCHOOL	Jess Pather	School Manager Michael Dolan PA to HT Emma Topliff	TBC	Thom Darby	Nathan Millard	Ulrike Seybold	Michael Dolan	Michael Dolan	Khalil Rouse	Chloe Ward



## EQUIVALENT POST HOLDERS WITHIN THE CLT

	Headteacher	Office Manager/ Headteacher's PA	Senior Lead for CPD	Senior Lead for Curriculum	Finance Link	HR Link	Facilities Link	Data Protection Lead	Designated Safeguarding Lead	SENCO
LINSLADE SCHOOL	Mark Gibbs	School Manager Nicola McGiff	Becky House	Melanie Norman	Victoria Clanfield	Laura George	Angela Herbert	Nicola McGiff	Jess Rolt	Cat Parry
MARSTON VALE MIDDLE	Jeremy Heath	Sallie McIntyre	TBC	Simon Wathen	CJ Holding	Sally Crisp	Andy Hayward	Sallie McIntyre	Emma Ellis	Michael Wilby
PUTTERIDGE HIGH SCHOOL	David Graham	PA to HT Angie Pitchford	Kirsten Senior	Kevin Ashby	Kelly Tunncliffe	Priya Bharadia	Kurtis Pitchford	Lorna Alcock	Umar Faruk	Hannah Hayes
SPRINGFIELD PRIMARY SCHOOL	Monique Berry	Office Manager Sharon Keely	Vicki Collin	Vicki Collin	Claire Adam	Becky Cave	Andy Hayward	Sharon Keely	Naomi Mills	Claire Cox / Lynsey Holton
WOOTTON PRIMARY SCHOOL	Emma Maguire	Office Manager Mandy Crowley (Bedford Road) Kerry Smith (Harris Way)	Emma Maguire	Emma Maguire	Sarah Smith	Sarah Smith	Andy Hayward	Nick Rayner	Wendy Burnett	Jennie Jepps



## JOINING THE CHILTERN LEARNING TRUST

Once a new school joins our Trust, all the staff in the school are entitled to an induction process that shows them how the Trust operates, and the impact being part of it will have on individual employees. This will take the form of a formal meeting where staff are introduced to the core team and the values of the Trust.

In the case of new staff joining an existing organisation, induction into the Trust will be included in the normal induction processes.

### **Communication for all staff**

We expect consistently high quality communication from all staff. First impressions are all important, and we expect all staff to respond quickly to requests for information both from within the Trust and from external agencies. In return, we encourage open dialogue and ask all staff to tell us about any problems or areas of improvement they may have.

### **Working Together**

Schools across the Trust are expected to work together and share ideas. We provide many opportunities for groups of staff with similar jobs or areas of interest to work together and share practice.

### **Career Development**

As a Trust we are committed to developing all our staff and they have access to all the training and support we provide as a Teaching School Hub. Where opportunities arise, staff will be able to move from one part of the Trust to another in order to develop their careers.

### **Standardising Terms and Conditions across the Trust**

Since all staff have terms and conditions that are the same across the Trust, it is that much easier for flexible working and movement within organisations.

### **Maintaining Organisational Identity**

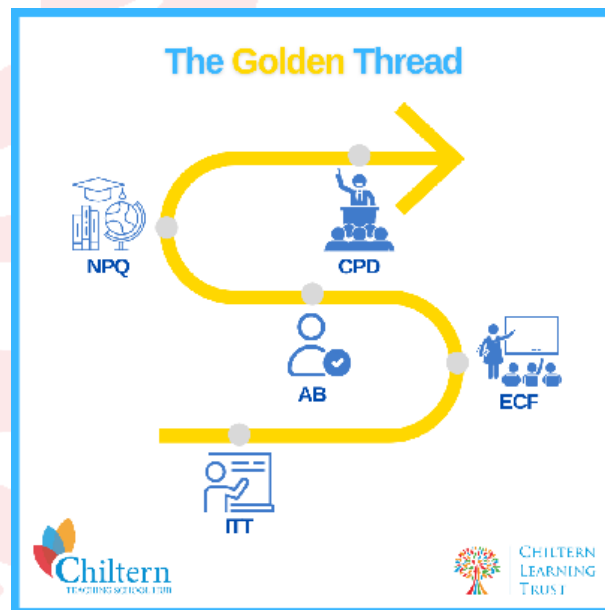
While we do everything to ensure there is consistency across our organisations, we encourage every school to maintain its identity. This is why the individual schools maintain their own induction procedures, and we encourage all staff to participate in these as well as in the central induction programme.



## EXPECTATIONS FROM THE CHILTERN TEACHING SCHOOL HUB JOINING THE CLT

### Chiltern Teaching School Hub

In February 2021 the DfE awarded two of the eighty-seven Teaching School Hubs to CLT, one of only four teaching schools to be awarded multiple hubs in the country. The core functions of the Teaching School Hub are to support ITT, deliver the Early Careers Framework, act as an Appropriate Body, deliver the NPQs and provide a wider CPD offering where there is a need. This is referred to as the 'Golden Thread'.



We will work across 5 local authorities spanning Milton Keynes, Bedfordshire & Hertfordshire.





### **CTG Initial Teacher Training (ITT)**

CTG is an outstanding provider of Initial Teacher Training with Primary and Secondary trainees and we would expect CLT schools to provide places for trainees. Each trainee should have a mentor who has been trained by CTG and each school will appoint from within its leadership team a 'Professional Tutor' where there are 2 trainees or more in your school. The Professional Tutor will meet trainees each week and quality assures the work of the mentors. All mentors and Professional Tutors receive a payment for their work with CTG ITT and are expected to attend half termly staff meetings.

We normally expect CLT schools to use CTG as their preferred ITT provider, so that our workforce can be high quality and home grown. Depending on the size and capacity of the school, we hope that between three and ten trainee places to be available from CLT Secondary schools and 1-3 places from Primary and Lower schools.

We use local staff to act as Subject Coordinators and deliverers of training, as well as for quality assurance and we welcome active participation in these areas from CLT schools, as this is excellent professional development and an exciting opportunity for CLT middle leaders.

### **Early Careers Teachers**

#### **Early Careers Teacher Programme**

We are a delivery partner working with Best Practice Network to deliver the Early Careers Framework. This is a two year program which is delivered in a blended approach of face to face guided learning along with self-directed online study. The ECF framework lends itself to supporting both the ECTs as well as the mentors in induction of new teachers into the profession.

#### **ECT Appropriate Body**

We are an Appropriate Body for all the ECTs within the Trust except for our Hub lead school, Denbigh High School.

The support we provide is first rate and offered at a very competitive rate. We are not able to act as an Appropriate Body for teachers we employed by the Hub lead school, Denbigh High School. For these ECTs we have a reciprocal arrangement with another TSH under the same terms and conditions.

We would expect all CLT schools to use either CTSH or Alban TSH as Appropriate Body for their ECTs, because of the very good value for money.

#### **NPQs**

We are a delivery partner working with Best Practice Network and UCL to deliver the full suite of NPQs at both specialist and leadership levels. These include:

- NPQ Leading Teaching
- NPQ Leading Teacher Development
- NPQ Leading Behaviour and Culture
- NPQ Leading Primary Maths
- NPQ Early Years Leadership
- NPQ Leading Literacy
- NPQ SEND
- NPQ Senior Leadership
- NPQ Headship
- NPQ Executive Leadership



### CPD

At CTSH we are offering a tailored approach to support the CPD needs of our wider region. Our CPD offering is accredited by the DFE as being evidence & research informed. Our CPD is proven to be sustainable over time with a track record for strong impact. We have a strong focus on EAL learners and supporting SEND. In addition to the CPD lead by ourselves, we work closely with curriculum hubs to signpost the best offerings in subject specialisms.

### CPD and Succession Planning

Chiltern Training Group and Acorn Training Group release a half-termly programme of CPD. We will supplement this with additional training throughout the year available online. Delivering and leading CPD provides outstanding opportunities for career development, and we expect to recruit outstanding practitioners from CLT schools to support this. We are also interested in increasing the number of venues we use and therefore would welcome working with new entrants. Heads and senior staff take part in regular meetings

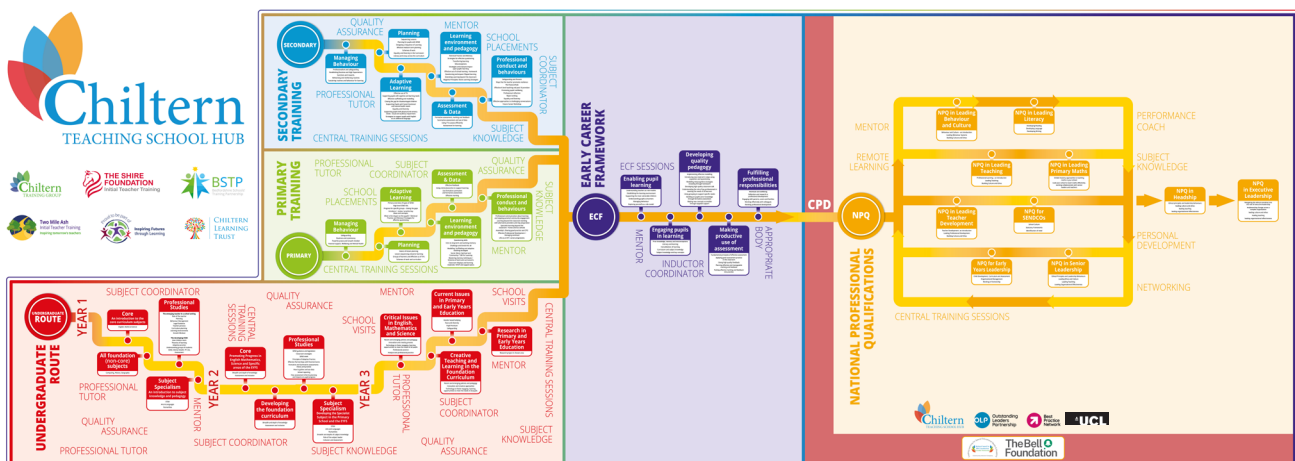
### School-to-School Support

Our CEO is a well-established NLE. We have a number of core SLEs who work in the Trust on supporting schools, and an even greater number of associate consultants available to support, and schools in need of support will use Chiltern Teaching School Hub.

### Specialist Leaders of Education (SLE)

Chiltern Teaching School provides high-quality development for talented teachers who offer support to schools in a wide range of educational aspects. This can be anything from subject-specific support to creating culture. SLEs are based in schools within Chiltern Learning Trust and will often have dedicated set time during the week to complete wider educational projects.

WORKING WITH CLT 3:4





## CALENDAR OF MEETINGS 2025/2026

### Calendar of Meetings: CEO / Headteachers

CEO / Headteacher Line Management Meeting	
<b>When</b>	4 weekly, see dates below
<b>Time</b>	As noted below
<b>Venue</b>	Individual schools / Virtual

Week	Day	Date/month	Schools
1	Thursday	4th September	ASP / CED / LIN
2	Friday	12th September	AH - LR / LAN / DPS
3	Wednesday	17th September	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	22nd September	TAA / RBK
4	Thursday	25th September	MVMS / WP / SPS / DAU / KA
1	Thursday	2nd October	ASP / CED / LIN
2	Monday	6th October	AH - LR / LAN / DPS
3	Thursday	16th October	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	20th October	TAA / RBK
4	Wednesday	22nd October	MVMS / WP / SPS / DAU / KA
<b>HALF TERM</b>			
1	Thursday	6th November	ASP / CED / LIN (Redgrave)
2	Monday	10th November	AH - LR / LAN / DPS (Redgrave)
3	Monday	17th November	TAA / RBK (Redgrave)
3	Friday	21st November	LM / CHSG / CHSB / DHS / CA / PHS (Redgrave)
4	Monday	24th November	MVMS / WP / SPS / DAU / KA (Redgrave)
1	Monday	1st December	ASP / CED / LIN
2	Thursday	11th December	AH - LR / LAN / DPS
-		17th December	<b>NO MEETINGS - LAST WEEK OF TERM</b>
<b>CHRISTMAS BREAK</b>			
3	Thursday	8th January	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	12th January	TAA / RBK
4	Thursday	15th January	MVMS / WP / SPS / DAU / KA
1	Thursday	22nd January	ASP / CED / LIN
2	Wednesday	28th January	AH - LR / LAN / DPS
3	Thursday	5th February	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	9th February	TAA / RBK
4	Thursday	12th February	MVMS / WP / SPS / DAU / KA
<b>HALF TERM</b>			
1	Wednesday	25th February	ASP / CED / LIN (Redgrave)
2	Wednesday	4th March	AH - LR / LAN / DPS (Redgrave)
3	Thursday	12th March	LM / CHSG / CHSB / DHS / CA / PHS (Redgrave)
4	Monday	16th March	TAA / RBK (Redgrave)
4	Thursday	19th March	MVMS / WP / SPS / DAU / KA (Redgrave)
-		26th March	<b>NO MEETINGS - LAST WEEK OF TERM</b>
<b>EASTER BREAK</b>			
1	Thursday	16th April	ASP / CED / LIN
2	Wednesday	22nd April	AH - LR / LAN / DPS
3	Monday	27th April	TAA / RBK
3	Thursday	30th April	LM / CHSG / CHSB / DHS / CA / PHS
4	Thursday	7th May	MVMS / WP / SPS / DAU / KA
1	Thursday	14th May	ASP / CED / LIN
2	Friday	22nd May	AH - LR / LAN / DPS
<b>HALF TERM</b>			
3	Thursday	4th June	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	8th June	TAA / RBK
4	Thursday	11th June	MVMS / WP / SPS / DAU / KA
1	Friday	19th June	ASP / CED / LIN
2	Thursday	25th June	AH - LR / LAN / DPS
3	Thursday	2nd July	LM / CHSG / CHSB / DHS / CA / PHS
4	Monday	6th July	TAA / RBK
4	Thursday	9th July	MVMS / WP / SPS / DAU / KA
-		15th July	<b>NO MEETINGS - LAST WEEK OF TERM</b>
<b>SUMMER HOLIDAYS</b>			

#### Headteachers Immersion Meeting

<b>When</b>	See below	
<b>Time</b>	10.00 - 15.00	
<b>Venue</b>	See Below	
Monday	15th September 2025	Cedars / Linslade
Tuesday	11th November 2025	Kempston Academy
Wednesday	11th March 2026	Redgrave
Wednesday	20th May 2026	Putteridge High School
<b>In attendance</b>	All CLT Headteachers *CLT representatives as required*	

#### Deputy Headteachers Immersion Meeting

<b>When</b>	See below	
<b>Time</b>	10.00 - 13.00	
<b>Venue</b>	Redgrave	
Tuesday	2nd December 2025	Redgrave
Tuesday	24th March 2026	Redgrave
Tuesday	30th June 2026	Redgrave
<b>In attendance</b>	All CLT Deputy Headteachers *CLT representatives as required*	

Week 1 - Leighton Buzzard	
Aspley Guise	09.30 - 10.30
Cedars	11.00 - 12.00
Linslade	12.00 - 13.00

Week 2 - Dunstable/Dallow	
Ardley Hill / Lark Rise	10.30 - 11.30
Lancot	12.00 - 13.00
Dallow	14.00 - 15.00

Week 3 - Luton	
Lea Manor	08.00 - 09.00
Challney Girls	09.30 - 10.30
Challney Boys	10.45 - 11.45
Denbigh	12.15 - 13.15
Chiltern Academy	13.45 - 14.45
Putteridge	15.00 - 16.00

Week 3/4 - Stevenage (Monday)	
Thomas Alleyne	09.00 - 10.00
Roebuck Academy	10.00 - 11.00

Week 4 - Bedford	
Marston Vale	09.00 - 10.00
Wootton Primary	10.15 - 11.15
Springfield	11.45 - 12.45
Daubeney	12.45 - 13.45
Kempston	14.00 - 15.00

#### CEO and Heads Roundtable Meetings - Virtual 9th /10th Oct, 10th Dec, 4th Feb, 17th Jun

Aspley Guise Cedars Linslade	Leighton 09.30 - 10.30 <b>Hub Lead: Flora Burt</b>
Ardley Hill Lark Rise Lancot Dallow Roebuck	Dunstable 11.00 - 12.00 <b>Hub Lead: Neil Mills</b>
Lea Manor Challney Girls Challney Boys Denbigh Chiltern Academy Putteridge Thomas Alleyne	Luton 12.30 - 13.30 <b>Hub Lead: Nadine Cotton</b>
Marston Vale Wootton Primary Springfield Daubeney Kempston	Bedford 14.00 - 15.00 <b>Hub Lead: Nicola Covington</b>



## CALENDAR OF MEETINGS 2025/2026

### Central Team Meetings 2025-26

#### Directors Meetings

<b>Time</b>	08.00 - 11.00
<b>Date</b>	See dates below
<b>Venue</b>	Redgrave Gardens
Monday, 22nd September 2025	13.00 - 16.00
Tuesday, 14th October 2025	
Tuesday, 18th November 2025	ELT
Tuesday, 9th December 2025	
Tuesday, 20th January 2026	ELT
Tuesday, 24th February 2026	
Tuesday, 17th March 2026	ELT
Tuesday, 28th April 2026	
Tuesday, 19th May 2026	ELT
Tuesday, 16th June 2026	
Tuesday, 7th July 2026	
<b>Directors:</b>	AR, TK, LH, SS, JA
<b>Extended Leadership Team:</b>	CA, NC, NIC, EG, JG, AJ, JL, CM, ST, LT

#### Operations Meetings

<b>Time</b>	08.30 - 10.00
<b>Date</b>	See dates below
<b>Venue</b>	Redgrave Gardens
Tuesday, 16th September 2025	
Tuesday, 7th October 2025	
Monday, 10th November 2025	
Tuesday, 2nd December 2025	
Tuesday, 6th January 2026	
Tuesday, 3rd February 2026	
Tuesday, 3rd March 2026	
Tuesday, 24th March 2026	
Tuesday, 5th May 2026	
Tuesday, 2nd June 2026	
Tuesday, 30th June 2026	
<b>In attendance</b>	AR, TK, EG, JG, ST

#### Central Team Meetings

<b>Time</b>	10.00 - 11.00
<b>Date</b>	See below
<b>Venue</b>	Redgrave Gardens/Virtual
Tuesday, 16th September 2025	
Tuesday, 25th November 2025	
Tuesday, 13th January 2026	
Tuesday, 3rd March 2026	
Tuesday, 5th May 2026	
Tuesday, 9th June 2026	
<b>Attended by all members of CLT Central Team</b>	

#### TS Hub Partnership Board and Trustee Sub-Committee Meetings

<b>Time</b>	See Below
<b>Date</b>	See below
<b>Venue</b>	Various TBC
Wednesday, 12th November 2025	EE8 09:00 - 11:00 (Venue TBC) EE9 13:00 - 15:00 (Venue TBC)
Wednesday, 19th November 2025	Sub-Committee 16:15 - 17:15 (Remote Meeting)
Wednesday, 18th March 2026	EE8 09:00 - 11:00 (Venue TBC) EE9 13:00 - 15:00 (Venue TBC)
Tuesday, 24th March 2026	Sub-Committee 16:15 - 17:15 (Remote Meeting)
Wednesday, 1st July 2026	EE8/EE9 09:00 - 11:30 (Venue TBC)
Wednesday, 8th July 2026	Sub-Committee 16:15 - 17:15 (Remote Meeting)
<b>In attendance</b>	AR, SS, JS, CA



## CLT TEACHING STAFF DATES 2025/2026

### CLT PDD Day

<b>When</b>	See dates below
<b>Time</b>	09:00 - 15:00
<b>Venue</b>	TBC
<b>Meeting lead</b>	Nadine Cotton & Nicola Covington
<b>Monday, 5th January 2026</b>	<b>All Schools</b>
<b>In attendance</b>	As above

### T&L / CPD Leaders Network

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Meeting lead</b>	Nadine Cotton, Nicola Covington & Christian Turton
Wednesday, 1st October 2025	15:45 - 17:15 (Venue TBC)
Wednesday, 19th November 2025	15:45 - 17:15 (Remote meeting)
Wednesday, 4th March 2026	15:45 - 17:15 (Venue TBC)
Wednesday, 6th May 2026	15:45 - 17:15 (Remote meeting)
Tuesday, 23rd June 2026	15:45 - 17:15 (Venue TBC)
<b>In attendance</b>	All T&L / CPD Leads

### TfL Leaders Network

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Meeting lead</b>	Christian Turton
Wednesday, 8th October 2025	15:45 - 17:15 (Venue TBC)
Wednesday, 12th November 2025	15:45 - 17:15 (Remote Meeting)
Wednesday, 25th February 2026	15:45 - 17:15 (Venue TBC)
Wednesday, 13th May 2026	15:45 - 17:15 (Remote Meeting)
Tuesday, 16th June 2026	15:45 - 17:15 (Venue TBC)
<b>In attendance</b>	All TfL Leads

### Reading Leaders Network

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Meeting lead</b>	Flora Burt
Wednesday, 8th October 2025	15:45 - 17:15 (Venue TBC)
Wednesday, 26th November 2025	15:45 - 17:15 (Remote meeting)
Wednesday, 18th March 2026	15:45 - 17:15 (Venue TBC)
Wednesday, 13th May 2026	15:45 - 17:15 (Remote meeting)
Tuesday, 23rd June 2026	15:45 - 17:15 (Venue TBC)
<b>In attendance</b>	All Reading Leads

### Secondary Standards Leaders Network

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Meeting lead</b>	Nadine Cotton
Wednesday, 8th October 2025	16:15 - 17:15 (Remote meeting)
Wednesday, 18th March 2026	16:15 - 17:15 (Remote meeting)
Wednesday, 24th June 2026	16:15 - 17:15 (Remote meeting)
<b>In attendance</b>	All Secondary Standards Leads

### Pastoral / Personal Development Leads Networks

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Venue</b>	See below
<b>Meeting lead</b>	Neil Mills
<b>Pastoral Network</b>	
Wednesday, 19th November 2025	12:00 - 16:00 Kempston Academy
Thursday, 25th June 2026	09:00 - 13:00 TBC
<b>Personal Development Leads Network</b>	
Thursday, 20th November 2025	12:00 - 16:00 TBC
Wednesday, 24th June 2026	09:00 - 13:00 Linslade School
<b>In attendance</b>	All Pastoral / Personal Development Leads

### SEND / DSL Networks

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Venue</b>	See below
<b>Meeting lead</b>	Helen Masters
<b>DSL Network</b>	
Wednesday, 19th November 2025	09:00 - 13:00 Kempston Academy
Thursday, 25th June 2026	12:00 - 16:00 TBC
<b>SEND Network</b>	
Thursday, 20th November 2025	09:00 - 13:00 TBC
Wednesday, 24th June 2026	12:00 - 16:00 Linslade School
<b>In attendance</b>	All SEND / DSL Leads

### SKE Network (Subject Knowledge Experts)

<b>When</b>	See dates below
<b>Time</b>	See times below
<b>Meeting lead</b>	Flora Burt
<b>Secondary only</b>	
Wednesday, 11th March 2026	15:45 - 17:15 (Remote Meeting)
<b>In attendance</b>	Secondary SKE Leads

### Senior Staff Updates from CEO and Deputy CEO

<b>When</b>	See dates below
<b>Time</b>	15.45 - 16.00
<b>Venue</b>	All Remote
<b>Meeting lead</b>	Adrian Rogers / Lorraine Hughes
Tuesday 18th November 2025	
Tuesday, 20th January 2026	
Tuesday, 5th May 2026	
<b>In attendance</b>	All senior leadership teams



## SUPPORT STAFF IMMERSION DATES 2025/2026

### Facilities Immersion

<b>When</b>	Half termly, see dates below
<b>Time</b>	10.00am - 11.30am
<b>Venue</b>	TBC
<b>Meeting lead</b>	Steve Tingey, Estates Manager / Julie Gearey, Operations Manager
Monday, 15th September 2025	Putteridge High School
Wednesday, 12th November 2025	Kempston Academy
Monday, 12th January 2026	Challney High School for Girls
Monday, 9th March 2026	Challney High School for Boys
Monday, 27th April 2026	Denbigh High School
Monday, 15th June 2026	Linslade School
<b>In attendance</b>	All Cluster leads/Facilities leads in each school

### Finance Immersion

<b>When</b>	See dates below
<b>Time</b>	10.00am - 11.30am
<b>Venue</b>	TBC
<b>Meeting lead</b>	Jean Leech, Finance Manager
Thursday, 23rd October 2025	
Thursday, 5th March 2026	
Thursday, 4th June 2026	
<b>In attendance</b>	All Finance leads in each school

### HR Immersion

<b>When</b>	See dates below
<b>Time</b>	10.00am - 11.30am
<b>Venue</b>	TBC
<b>Meeting lead</b>	Laura Townsend, HR Manager
Thursday, 18th September 2025	
Thursday, 26th February 2026	
Thursday, 7th May 2026	
<b>In attendance</b>	All HR leads in each school

### Marketing & Communication Meetings

<b>Time</b>	14.00 - 15.00
<b>Date</b>	See below
<b>Venue</b>	Virtual / In Person
<b>Leads</b>	Adrian Rogers / Sufian Sadiq
Monday, 29th September 2025	Redgrave
Monday, 8th December 2025	Virtual
Monday, 18th May 2026	Virtual
<b>In attendance</b>	AR, SS, AJ, LM, MN, Marketing & Comms - ALL SCHOOLS

### Support Staff Professional Development

<b>When</b>	See dates below
<b>Time</b>	TBC
<b>Venue</b>	All remote
<b>Meeting lead</b>	Claire Justin, Office Manager CTG
Wednesday, 24th September 2025	
Wednesday, 19th November 2025	
Wednesday, 28th January 2026	
Wednesday, 25th March 2026	
Wednesday, 20th May 2026	
<b>In attendance</b>	Nominated cross section of support staff



## GOVERNANCE 2025-2026

### TRUSTEES

This is the group of people that oversees the strategic direction of the Trust. They line manage the CEO and ensure governance in each school is appropriate. They check that governors focus on pupils' standards and pupil care, school finance and line management of the headteachers.



Graham is Chair of Trustees, before retirement he was a senior leader at a major construction company. Prior to joining the Trust he was a governor at an outstanding primary school for over 20 years.

**GRAHAM PRYOR**



Ashfaque is a passionate educator with extensive experience. He possesses 16 years experience as an Executive Head of a faith school in Luton. He is currently serving as the Chair of the Association of Muslim Schools. He is an active member of the Bedfordshire community.

**ASHFAQUE ALICHOWDHURY**



Drew is a senior leader in Information Technology with experience across public and private sector organisations. Drew has nearly 20 years experience as a Governor/ Trustee and brings additional expertise in technology and programme management.

**DREW LEWIN**



Mark is a Chartered Engineer who advises high growth businesses on R&D strategy, innovation and skills. He has held senior leadership positions in companies in various sectors, as well as Central Government. Raised locally, he is an experienced Governor and has a passion for social mobility.

**MARK LYNCH**



Governance Professional. Gemma provides essential leadership and support to our Trustees and Members, ensuring effective liaison with all governing bodies across the Trust

**GEMMA FUNGE**



Chief Finance and Compliance Officer. As Company Secretary, Teresa was instrumental in establishing the Trust at its formation and continues to ensure our robust financial health and compliance

**TERESA KELLY**



Shahed is a local entrepreneur and businessman, with an interest in several local companies, and not-for-profit education businesses. He knows the Luton community very well.

**SHAHED KOYES**



Stewart Parfitt has 30 years of experience within high technology companies, holding various leadership roles. Stewart brings broad industrial and commercial awareness to the Trust.

**STEWART PARFITT**

 **RAISING STANDARDS AND ACHIEVEMENT  
IN TEACHING AND LEARNING** 

### MEMBERS

Members hold the Board of Trustees to account and make sure the moral purpose of the Trust continues.



Juliet Fern is the Executive Dean of the Faculty of Education, English and Sport at the University of Bedfordshire. Juliet has been working in the education sector in Bedfordshire for over 25 years. Juliet is Chair of our Members

**JULIET FERN**



Saleh is a Luton-based GP and trainer with diverse experience in clinical practice, urgent care, and healthcare policy. With an MBA, he combines medical expertise and strategic leadership to drive change through health promotion, community participation, and global

**DR AHMED SALEH**



Wayne Cartmel is the founder and Managing Director at MyNewTerm, a technology application started in Luton and now used by thousands of schools across the country to connect schools and candidates directly. Wayne previously trained and worked as a secondary school teacher in schools across Bedfordshire.

**WAYNE CARTMEL**



## GOVERNANCE MEMBERSHIP 2025-2026

### ROLE OF MEMBERS

- Hold Board of Trustees to account
- Set the moral purpose and be custodians of education in the community
- Appoint people to serve on the “Board of Trustees”

### ROLE OF BOARD OF TRUSTEES

- Have overall responsibility for strategic planning and the setting of policies for the Chiltern Learning Trust
- Appoint people to serve on the “Local Governing Body”
- Delegates various agreed functions to the Local Governing Body
- Hold the Chief Executive and schools to account
- Financial performance of the Trust

### ROLE OF LOCAL GOVERNING BODY

- Has earned autonomy and helps support other schools in need of education help (if outstanding school)
- Is supported to improve Ofsted and pupil outcomes (if sponsored or underperforming school)
- Supports and challenges pupil performance and standards
- Knows the strengths and weaknesses of the school
- Manages the behaviour and safety of its pupils
- Supports the Headteacher in leading the staff
- Manages its own budget

### COMPOSITION OF LOCAL GOVERNING BODY

**Chair**

**Headteacher**

**Community Governor (x3)**

**Staff Governor**

**Parent Governor (x2)**

**Co-opted Governors (as required)**

### CHAIR OF LGB

Ardley Hill Academy	Aspley Guise Village School	Cedars Upper School	Challney High School for Boys	Challney High School for Girls	Chiltern Academy	Dallow Primary School	Daubeney Academy	Denbigh High School
Neil Williams	Jamie Ross	Elaine Rabbitt	Anne Thompson	Rehana Faisal	Paul Hammond	Nancy Roberts	Sarah Copperwheat	Kimberley Campbell-Lamb
Kempston Academy	Lancot School	Lark Rise Academy	Lea Manor High School	Linslade School	Marston Vale Middle School	Putteridge High School	Springfield Primary	Wootton Primary School
Terri Conway	Noshin Hussain	Neil Williams	Jamie Pardon	Elaine Rabbitt	Jim Bryce	Andrew Emerson	Laura Townsend	Luke Williams



## CALENDAR FOR CHILTERN LEARNING TRUST MEMBERS, TRUSTEES AND LOCAL GOVERNING BODY MEETINGS 2025/2026

Day	Date	Time	Meeting	Venue
<b>Autumn 1</b>				
Thurs	11th September 25	4.00pm	AGM Members and Trustees Meeting	Redgrave Gardens
Mon	6th October 25	4.00pm 4.00pm 5.00pm 5.00pm 5.00pm 5.30pm	Local Governing Body	Putteridge High School Springfield Primary School Dallow Primary School Cedars Upper/Linslade Challney Boys Daubeney Academy
Weds	8th October 25	TBC 4.30pm 5.00pm 5.00pm 5.00pm 6.30pm	Local Governing Body	Kempston Academy Lancot School Lea Manor High School Marston Vale Middle Wootton Primary Aspley Guise
Thurs	9th October 25	4.30pm 5.00pm 5.00pm TBC	Local Governing Body	Denbigh High School Challney Girls Chiltern Academy Lark Rise/Ardley Hill
Weds	15th October 25	5.00pm	Bedford Hub Committee	Marston Vale Middle
Thurs	16th October 25	5.00pm	Luton Hub Committee	Redgrave Gardens
Thurs	23rd October 25	5.00pm	CLT Board of Trustees	Redgrave Gardens
<b>Autumn 2</b>				
<b>Week commencing 3rd November 25 - Schools Pay Committee</b>				
Weds	5th November 25	5.00pm	Dunstable Hub Committee	Lark Rise House
Thurs	6th November 25	5.00pm	Leighton Buzzard Hub Committee	Linslade House
Weds	19th November 25	4.15pm	CTSH Committee	Virtual
Mon	24th November 25	4.00pm 4.00pm 5.00pm 5.00pm 5.00pm 5.30pm	Local Governing Body	Putteridge High School Springfield Primary School Dallow Primary School Cedars Upper/Linslade Challney Boys Daubeney Academy
Weds	26th November 25	TBC 4.30pm 5.00pm 5.00pm 5.00pm 5.00pm 7.30pm	Local Governing Body	Kempston Academy Lancot School Challney Girls Lea Manor High School Marston Vale Middle Wootton Primary Aspley Guise
Thurs	27th November 25	4.30pm 5.00pm TBC	Local Governing Body	Denbigh High School Chiltern Academy Lark Rise/Ardley Hill
Mon	1st December 25	4.00pm	CLT Pay Committee	Redgrave Gardens
Thurs	11th December 25	4.00pm	CLT Audit Committee	Redgrave Gardens
Thurs	11th December 25	5.00pm	CLT Board of Trustees	Redgrave Gardens



Day	Date	Time	Meeting	Venue
<b>Spring 1</b>				
Weds	14th January 26	4.00pm	CLT Members Meeting	Kempston Academy
Mon	9th February 26	4.00pm 4.00pm 5.00pm 5.00pm 5.30pm	Local Governing Body	Putteridge High School Springfield Primary School Dallow Primary School Cedars Upper/Linslade Challney Boys Daubeney Academy
Weds	11th February 26	TBC 4.30pm 5.00pm 5.00pm 5.00pm 6.30pm	Local Governing Body	Kempston Academy Lancot School Challney Girls Lea Manor High School Marston Vale Middle Wootton Primary Aspley Guise
Thurs	12th February 26	4.30pm 5.00pm TBC	Local Governing Body	Denbigh High School Chiltern Academy Lark Rise/Ardley Hill
<b>Spring 2</b>				
Thurs	5th March 26	5.00pm	CLT Board of Trustees	Redgrave Gardens
Weds	18th March 26	5.00pm	Bedford Hub Committee	Marston Vale Middle
Thurs	19th March 26	5.00pm	Luton Hub Committee	Redgrave Gardens
Tues	24th March 26	4.15pm	CTSH Committee	Virtual
Weds	25th March 26	5.00pm	Dunstable Hub Committee	Lark Rise House
Thurs	26th March 26	5.00pm	Leighton Buzzard Hub Committee	Linslade House
<b>Summer 1</b>				
Mon	27th April 26	4.00pm 4.00pm 5.00pm 5.00pm 5.00pm 5.30pm	Local Governing Body	Putteridge High School Springfield Primary School Dallow Primary School Cedars Upper/Linslade Challney Boys Daubeney Academy
Weds	29th April 26	TBC 4.30pm 5.00pm 5.00pm 5.00pm 5.00pm 7.30pm	Local Governing Body	Kempston Academy Lancot School Challney Girls Lea Manor High School Marston Vale Middle Wootton Primary Aspley Guise
Thurs	30th April 26	4.30pm 5.00pm TBC	Local Governing Body	Denbigh High School Chiltern Academy Lark Rise/Ardley Hill
Mon	18th May 26	4.00pm	CLT Audit Committee	Redgrave Gardens
Thurs	21st May 26	5.00pm	CLT Board of Trustees	Redgrave Gardens
<b>Summer 2</b>				
Weds	17th June 26	5.00pm	Bedford Hub Committee	Marston Vale Middle
Thurs	18th June 26	5.00pm	Luton Hub Committee	Redgrave Gardens
Tues	23rd June 26	4.00pm	CLT Members Meeting	Kempston Academy
Weds	24th June 26	5.00pm	Dunstable Hub Committee	Larkrise House
Thurs	25th June 26	5.00pm	Leighton Buzzard Hub Committee	Linslade House
Mon	29th June 26	4.00pm 4.00pm 5.00pm 5.00pm 5.00pm 5.30pm	Local Governing Body	Putteridge High School Springfield Primary School Dallow Primary School Cedars Upper/Linslade Challney Boys Daubeney Academy
Weds	1st July 26	TBC 4.30pm 5.00pm 5.00pm 5.00pm 5.00pm 6.30pm	Local Governing Body	Kempston Academy Lancot School Challney Girls Lea Manor High School Marston Vale Middle Wootton Primary Aspley Guise
Thurs	2nd July 26	4.30pm 5.00pm TBC	Local Governing Body	Denbigh High School Chiltern Academy Lark Rise/Ardley Hill
Weds	8th July 26	4.15pm	CTSH Committee	Virtual
Thurs	16th July 26	4.00pm	CLT Audit Committee	Redgrave Gardens
Thurs	16th July 26	5.00pm	CLT Board of Trustees	Redgrave Gardens



## STRUCTURAL LEADERSHIP & MANAGEMENT OF THE CTSH



### CTSH STRATEGIC PARTNERSHIP BOARD

#### WHY?

To work with the CTSH Central Team to ensure the ITT, S2SS and CPD plans are meeting the local area needs.

To agree and discuss any changes to the provision.

To provide critical support for any aspect of the provision to help ensure it meets the needs of the educational landscape in Bedfordshire.

#### WHEN?

The Partnership Board meet for one meeting a term. Dates for Academic Year 2024-2025 as follows:

**Wednesday November 12th 2025**

**Wednesday March 18th 2026**

**Wednesday July 1st 2026**

#### WHO?

##### CLT Representatives

*Adrian Rogers, Lorraine Hughes, Sufian Sadiq, Cheryl Abbiss*

##### EE8 Luton & East/North Hertfordshire

David Bradshaw  
Jamie Pardon  
Liz Shapland  
Helen Russell  
Caroline Dawes  
Cori Bateman  
Jo Mylles

##### EE9 Milton Keynes, Bedford & Central Beds

Chris Morris  
David Bailey  
Jez Bennett  
Judith Lovely  
Kate Hudson-Glynn  
Olly Button  
Perry Knight  
Tony Nelson  
Sue Collings  
Jo Mylles  
Alison Wilshaw  
Sarah Bennett  
Alison Talbot  
Liz Jobling



# ITT LEADERSHIP

2025-2026



**SUFIAN SADIQ**  
Chief Talent & Transformation Officer



**CLAIRE JUSTIN**  
Teaching School Manager



**HARRIET PAGE**  
Teaching School Administrator



**ELAINE WARREN**  
Teaching School Administrator



**KELLY HERBER**  
Teaching School Administrator



**SUFIAN KHAN**  
Teaching School Administrator



**CLARE MCGIVERN**  
Director of ITT



**MICHELLE DIXON**  
TMA Lead



**ADRIAN GOULD**  
Secondary ITT Lead CTG & BSTP



**KERRY WARD**  
Primary Lead CTG



**MICHELLE GARDNER**  
TMA Head of Postgraduate



**JAMES MURPHY**  
Secondary Herts ITT Lead



**JENNY LANGFORD**  
Primary Lead BSTP



**TOM BILLINGHAM**  
TMA Head of Undergraduate



**ANAIS JUSTIN**  
Programme and Events Coordinator



**LIANE BLADES**  
Finance Lead



CHILTERN  
LEARNING  
TRUST



# TSH STRUCTURE

## 2025-2026



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**SUFIAN KHAN**  
Teaching School Administrator



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Director of Teaching School Hub



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**TOM BELLWOOD**  
Behaviour and Attendance Lead



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Project Specialist



**CHRISTIAN TURTON**  
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**NICOLA HICKTON**  
NPQ Lead



**HELEN RUSSELL**  
ECF Lead



**KATY NORSWORTHY**  
Appropriate Body Lead



**ROSALID PAUL**  
Appropriate Body Advisor



**SUFIAN  
SADIQ**  
Chief Talent &  
Transformation  
Officer

# SLE TEAM 2025-2026

## TRUST SPECIALIST LEADERS OF EDUCATION



**MALEKA  
KHAN**  
Maths SLE



**CHRIS  
LEDSTER**  
Maths SLE



**PATRICE  
THOMPSON**  
Maths SLE



**KATY  
JONES**  
SEND SLE



**RAHBIA  
CHOUAREY**  
Safeguarding  
& Attendance SLE



**TOM  
BELLWOOD**  
Behaviour SLE



**ANDY  
BUCK**  
DT SLE



**ELIZABETH  
BROWN**  
English SLE



**NIKKI  
GOODMAN**  
English SLE



**TOM  
BERRILL**  
Oracy SLE



**SHAHEEN  
GHABOOS-  
OWODALLY**  
Maths SLE



**ANTHONY  
BIRD**  
Maths SLE



**KALIL  
ROUSE**  
Safeguarding SLE



**ASH  
CHOUHURY**  
Maths SLE



**TONI  
GORDON**  
Behaviour SLE



**BELLA  
ELLIS**  
Music SLE



**RUPINDER  
JUDGE**  
Maths SLE



**BEATRIX  
JONES**  
Maths SLE



**SUMAYA  
BEGUM**  
English SLE



**KATIE  
HAVERS**  
English SLE



**GEORGI  
BAGASVILI**  
Science SLE



**VICTORIA  
DAUTOVIC-  
PARKER**  
Science SLE



**KLAUDIA  
JABLONSKA**  
English SLE



**CHARLOTTE  
WOOD**  
Leadership/  
Management SLE



**CATH  
PRICE**  
Humanities SLE



**MUSHARAF  
RAZA**  
Science SLE



**USMAN  
ALI**  
Computing SLE



**TBARAK  
MAHAR**  
Science SLE



**ZAINUL  
HAQUE**  
Science SLE



**HARIS  
SHAFI**  
History SLE



**YANN  
LE COGVIC**  
MFL SLE



**DAN  
PALLET**  
Engineering  
SLE



**HAIDEE  
FOY**  
DT SLE



**NEELAM  
ZULFIQAR**  
Business SLE



**AMANDA  
HAZELL**  
EYS SLE



**DEBBIE  
COLLEDGE**  
Behaviour/  
Pastoral SLE



**SOFIA  
ZAFAR**  
English SLE



## SCHOOL IMPROVEMENT PARTNERS 2025-26

School	Who does PM	Who attends LGB?	
Ardley Hill	LH	SS (TBC)	AR - Adrian Rogers
Lark Rise		SS (TBC)	DG - David Graham
Aspley Guise	JA	AR (Wed)	EG - Emma Gough
Cedars	LH	AR (Tues)	FB - Flora Burt
Linslade			JL - Jean Leech
Challney Boys	AR	RC (Tues)	HM - Helen Masters
Challney Girls	AR	JL (Thurs)	JA - Julian Axford
Chiltern Academy	SS	NaC (Thurs)	KW - Kerry Ward
Dallow	JA	HM (Mon)	LH - Lorraine Hughes
Daubeney	SS	JA (Tues)	NaC - Nadine Cotton
Denbigh	LH	TK (Thurs)	NM - Neil Mills
Kempston	LH	NM (Wed)	NiC - Nicola Covington
Lancot	AR	LH (Wed)	RC - Rahbia Choudarey
Lea Manor	LH	TK (Wed)	SS - Sufian Sadiq
Marston Vale	DG	EG (Wed)	TK - Teresa Kelly
Putteridge	LH	KW (Mon)	
Springfield	AR	NiC (Mon)	
Wootton Primary	AR	FB (Wed)	



## KEY CONTACTS FOR THE CHILTERN LEARNING TRUST

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## FREQUENTLY USED ACRONYMS

<b>AAHT</b>	Associate Assistant Headteacher	<b>LGB</b>	Local Governing Body
<b>AFL</b>	Assessment for Learning	<b>LSA</b>	Learning Support Assistant
<b>AHT</b>	Assistant Headteacher	<b>MAT</b>	Multi Academy Trust
<b>AoA</b>	Articles of Association (Academies)	<b>MFL</b>	Modern Foreign Languages
<b>APP</b>	Assessing Pupils' Progress	<b>MLD</b>	Moderate Learning Difficulties
<b>ASP</b>	Analyse School Performance	<b>MPG</b>	Main Professional Grade
<b>AST</b>	Advanced Skills Teacher	<b>NC</b>	National Curriculum
<b>ATG</b>	Acorn Teaching Group	<b>NEU</b>	National Education Union
<b>BAME</b>	Black and/or Minority Ethnic	<b>NGA</b>	National Governance Association
<b>BAP</b>	Behaviour and Attendance Partnership	<b>NOR</b>	Number on Roll
<b>BSTP</b>	Bed's Schools Training Partnership	<b>NPQ</b>	National Professional Qualification
<b>CAF</b>	Common Assessment Framework	<b>NVQ</b>	Non vocational Qualification
<b>CEO</b>	Chief Executive Officer	<b>PAN</b>	Published Admission Number
<b>CiC</b>	Children in Care	<b>PPA</b>	Planning, Preparation & Assessment
<b>CLT</b>	Chiltern Learning Trust	<b>PRU</b>	Pupil Referral Unit
<b>CPD</b>	Continuing Professional Development	<b>PSF</b>	PS Financial
<b>CS</b>	Cover Supervisor	<b>PTA</b>	Parent Teachers Association
<b>CTG</b>	Chiltern Teaching Group	<b>QDR</b>	Quality Development Review
<b>CTSH</b>	Chiltern Teaching School Hub	<b>QTS</b>	Qualified Teacher Status
<b>DBS</b>	Disclosure & Barring Service	<b>RAP</b>	Rapid Action Plan
<b>DFE</b>	Department for Education	<b>SAT</b>	Single Academy Trust
<b>EAL</b>	English as an Additional Language	<b>SATS</b>	Standard Assessment Tests
<b>EBacc</b>	English Baccalaureate	<b>SCITT</b>	School Centred Initial Teacher Training
<b>EBD</b>	Emotional & Behavioural Difficulties	<b>SCR</b>	Single Central Record
<b>ECT</b>	Early Careers Teacher	<b>SDP</b>	School Development Plan
<b>EFA</b>	Education Funding Agency	<b>SEAL</b>	Social & Emotional Aspects of Learning
<b>EWO</b>	Education Welfare Officer	<b>SEF</b>	Self-Evaluation Form
<b>EYFS</b>	Early Years Foundation Stage	<b>SEND</b>	Special Educational Needs & Disabilities
<b>FGB</b>	Full Governing Body	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FSM</b>	Free School Meals	<b>SFL</b>	Support For Learning
<b>GAG</b>	General Annual Grant	<b>SFVS</b>	Schools Financial Value Standard
<b>GCSE</b>	General Certificate of Secondary Education	<b>SIP</b>	School Improvement Plan
<b>GDPR</b>	General Data Protection Regulation	<b>SKE</b>	Subject Knowledge Expert
<b>HLTA</b>	Higher Level Teaching Assistant	<b>SLA</b>	Service Level Agreement
<b>HMI</b>	Her Majesty's Inspectorate of Education	<b>SLD</b>	Severe Learning Difficulties
<b>HT</b>	Headteacher	<b>SLE</b>	Specialist Leader in Education
<b>IFTL</b>	Inspiring Futures Through Learning	<b>SLT</b>	Senior Leadership Team
<b>INSET</b>	In Service Educational Training	<b>SPAG</b>	Spelling Punctuation and Grammar
<b>ISA</b>	Independent Safeguarding Authority	<b>SRE</b>	Sex and Relationships Education
<b>ITT</b>	Initial Teacher Training	<b>TA</b>	Teaching Assistant
<b>KS1&amp;2</b>	Key Stage 1, 2	<b>TLR</b>	Teaching and Learning Responsibility
<b>LA</b>	Local Authority	<b>TMA</b>	Two Mile Ash
<b>LAC</b>	Looked After Children	<b>VI</b>	Visually Impaired
		<b>WBL</b>	Work Based Learning



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# CHILTERN LEARNING TRUST



**Chief Executive Officer**

**ADRIAN ROGERS**

BEd, MA, NPQH, NLE

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