

## Head Teachers' Bulletin – St Clare CMAT – 13<sup>th</sup> June

### Events this week

#### School Visits

#### TUPE Work Place Meetings

All Saints Monday 13<sup>th</sup> June 3pm

St Mary's – Tuesday 14<sup>th</sup> June 5pm

St Ann's – Wednesday 15<sup>th</sup> June 3:30pm

St Alban's – Thursday 16<sup>th</sup> June 3:45pm

St Catherine's - Thursday 16<sup>th</sup> June 5pm

#### School Business Managers' 'On-boarding' – Thursday 16<sup>th</sup> June

Adnan has sent invitations to School Business Managers

#### St Clare Heads' Forum – Tue 14<sup>th</sup> June

This meeting will follow on directly from families of schools' meeting, Tue 14<sup>th</sup> June at the Pastoral Centre

#### St Clare Chairs' Forum – Wed 15<sup>th</sup> June 6-8pm Pastoral Centre

### Upcoming Events

#### School Visits

St Thomas More - Monday 20<sup>th</sup> June 1pm

St Theresa's - Tuesday 21<sup>st</sup> June 9:30am

#### TUPE Work Place Meetings

St Thomas of Canterbury – Monday 20<sup>th</sup> June 3:30pm

St Marie's – Tuesday 21<sup>st</sup> June 4pm

St Wilfrid's – Thursday 23<sup>rd</sup> June 3:30pm

#### School Business Managers' 'On-boarding' – Thurs 23<sup>rd</sup> June

### Actions from this Bulletin

**Please ask your chair of governors to let Anita Bray know if they will be attending the Chairs' Forum at the Pastoral Centre 6pm on Wed 15<sup>th</sup> June – We need to have an idea of numbers to set out the room and plan refreshments**

**Let Steve or Anita know if you have any Ukranian refugees starting with you – see item from Frank in the Notices section**

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### **New Updates (since last bulletin)**

#### **Heads' Forum – Tue 14<sup>th</sup> June**

As noted last week, the Heads' Forum will focus on school improvement planning. In particular I will share plans for how we will share self-evaluation and how we can develop that over the coming year.

I will set that in the context of some feedback from the responses to the discussion paper and an overview of next steps. I am keen through the forum to get your input into shaping those next steps.

A lot of the focus will be on building on what we have already and turning that into a more formal structure, while beginning to add the new elements that we want as a CMAT. Through all of that, a key strand is about building relationships, community and knowledge of one another.

However, where we do need to get on with building capacity across the CMAT, there may be priorities for collaborative school improvement next year. There is already a long list of common issues through school visits added to collaborative work that has been going on in the past. I want to ensure I have a clear steer on priorities for improvement work that we will do together as a CMAT. I think the following questions are key in this:

1. What is there that we can do as a trust that we're finding it hard to do as individual schools?
2. Of those things, what is most important next year?
3. Is it achievable given capacity and given other priorities we have in each of our schools?

#### **Chairs' Forum – Wednesday 15<sup>th</sup> June 6-8pm at the Pastoral Centre**

The chairs' forum will focus on some of the practicalities of how governance will work as we move into the CMAT. There will be some information shared and opportunities for ideas, questions and discussion throughout.

Chairs have all been invited and clerks are also very welcome if they wish to attend. I would just ask that you let Anita know as soon as possible if anyone is attending from your school so that we have advance notice of numbers to help with preparation of the room and resources.

The agenda has been sent to chairs and I have included it below for your information.

1. Welcome and introductions
2. Scheme of delegation and the role of local academy committees
3. Role of the Chairs' Forum
4. Support from Learn Sheffield
5. Governance schedule and key dates
6. Director Recruitment
7. Agree next steps

#### **Adnan's work with School Business Managers**

Please note that these meetings have now moved to a regular Thursday slot, in response to requests from Business Managers, some of whom don't work on a Friday. The attached planner has been updated to reflect this.

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### Items copied from previous weeks' bulletins for reference

#### Notices from Hallam Teaching School Alliance

##### Notice from St John Fisher

Have you got any Ukranian refugees coming to your school? If so, it could be helpful to get together to share how you are supporting them and how you are overcoming any challenges involved. Please let Steve or Anita know and they will get in touch about getting people together.

##### SCITT reaccreditation

Congratulations to everyone involved with The Sheffield SCITT. As you may know, they have successfully gained accreditation to continue awarding ITT from September 2024. This is a huge endorsement of the work that they do given that only 1/3 of ITT providers were successful in their applications. Thank you to everyone involved with the application.

##### Early Career Teachers

If you have not already done so, please could complete the form at this [LINK](#) so that we can make sure we have registered all ECT1s and ECT2s onto the Ambition Early Career programme for September.

## Head Teachers' Bulletin – St Clare CMAT – 13<sup>th</sup> June

<p>St Clare's directors' meeting 7<sup>th</sup> June</p> <p>Finance system working group; 9<sup>th</sup> June</p> <p>On-boarding guidance &amp; training; Finance and HR; 9<sup>th</sup> June</p> <p>06/06/2022</p>	<p><b>TUPE work place meetings</b> – St Clare rep will be in attendance</p> <p><b>Steve visiting schools</b> to discuss priorities and pick up any other immediate issues or concerns – Anita Bray will be in touch to arrange mutually convenient times</p> <p><b>Business Managers</b> (&amp; other staff as appropriate):</p> <ul style="list-style-type: none"> <li>• Attending the finance system working group – 9<sup>th</sup> June</li> <li>• Attending 'on-boarding' guidance and training session.</li> </ul>
<p><b>Heads' Forum - 14<sup>th</sup> June</b> – following directly from the families of schools meeting</p> <p>Advisory Board; Wed 15<sup>th</sup> June</p> <p><b>Chairs' Forum; Wed 15<sup>th</sup> June</b></p> <p>On-boarding guidance &amp; training; Finance and HR; 16<sup>th</sup> June</p> <p>13/06/2022</p>	<p><b>TUPE work place meetings</b> – St Clare rep will be in attendance</p> <p><b>Business Managers</b> (&amp; other staff as appropriate) attending 'on-boarding' guidance and training session.</p> <p><b>Steve visiting schools</b> to discuss priorities and pick up any other immediate issues or concerns – Anita Bray will be in touch to arrange mutually convenient times</p> <p><b>Heads' Forum Tue 14<sup>th</sup> June;</b> Discuss and agree priority networks (E.g. SEND, DSL, Pastoral, Curriculum); propose immediate trust wide school improvement priorities based on school visits; Update/work on self-evaluation and priority planning method</p> <p><b>Chairs Forum Wed 15<sup>th</sup> June</b> – preparing for changes to the way in which governing bodies work; This will be an in person meeting for chairs of the schools joining in September. You can invite clerks, heads and/or other governors if you feel it will be helpful. At this forum, CMAT directors and CEO will share a practical overview of governance. We will then share questions and suggestions about any issues not covered and agree actions.</p>
<p>Finance system working group; 23<sup>rd</sup> June</p> <p>20/06/2022</p>	<p><b>Business Managers</b> (&amp; other staff as appropriate):</p> <ul style="list-style-type: none"> <li>• Attending finance system working group</li> <li>• Attending 'on-boarding' guidance and training session.</li> </ul>

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	<p><b>On-boarding guidance &amp; training; Finance and HR; 23rd June</b></p>
<p>27/06/2022</p>	<p><b>On-boarding guidance &amp; training; Finance and HR; 30<sup>th</sup> June</b></p> <p><b>Business Managers</b> (&amp; other staff as appropriate) attending 'on-boarding' guidance and training session.</p>
<p>04/07/2022</p>	<p><b>Advisory Board; Wed 6<sup>th</sup> July</b></p> <p><b>On-boarding guidance &amp; training; Finance and HR; 7<sup>th</sup> July</b></p> <p><b>Business Managers</b> (&amp; other staff as appropriate) attending 'on-boarding' guidance and training session.</p> <p><b>Before the end of term, governing bodies will need to:</b></p> <ul style="list-style-type: none"> <li>● Agreed in a meeting to authorise the chair, another governor and the head teacher to sign transfer documents and/or funding agreements, etc. These documents will be provided by Winkworth Sherwood once all legal work has been completed.</li> <li>● Have completed a TUPE report covering the main responses and actions from the consultation. St Clare CMAT can support with this by providing responses to questions and a summary of any actions planned including any agreed in central discussion with unions. Winkworth Sherwood can also provide a template if requested.</li> </ul>
<p>11/07/2022</p>	<p><b>Close TUPE</b></p> <p><b>Heads' Forum 12<sup>th</sup> July (Date TBC) – 9.30-11.00am</b></p> <p><b>Business Managers</b> – remote training session on new finance system (TBC)</p> <p><b>Share TUPE report with all members of staff</b></p> <p><b>Heads' Forum – 12<sup>th</sup> July;</b> Finalise self-evaluation and priority improvement approach, finalise immediate trust school improvement priorities</p>