

Head Teachers' Bulletin – St Clare CMAT – 20th June

Events this week

School Visits

St Thomas More - Monday 20th June 1pm
St Theresa's - Tuesday 21st June 9:30am

TUPE Work Place Meetings

St Thomas of Canterbury – Monday 20th June 3:30pm
St Marie's – Tuesday 21st June 4pm
St Wilfrid's – Thursday 23rd June 3:30pm

School Business Managers' 'On-boarding' – Thurs 23rd June

Upcoming Events

School Visits

St Thomas of Canterbury - Monday 27th June 3pm
St Alban's – Wednesday 30th June 1.30pm

School Business Managers' 'On-boarding' – Thurs 30th June

Actions from this Bulletin

KCSIE & Safeguarding Policy – If you would be interested in getting together before the end of term to work collaboratively on adapting safeguarding policies to reflect the new KCSIE and, if possible, agreeing a common format, please let Steve know ASAP (see notes below)

Document Signing – schools joining St Clare in September; Please alert your chairs of governors that they will need to sign the legal packs along with another governor before the end of term. These packs will be sent over the coming weeks by Winckworth Sherwood.

New Updates (since last bulletin)

Heads' Forum and School Improvement

It was lovely to see everyone in person last week. I have attached a copy of the PowerPoint that I shared on the morning, along with your summary of priorities document (for convenience) and an electronic copy of the proposed School Improvement Capacity Self Evaluation Form (I don't know if I like the acronym SICSEF!)

The key things that came out of the meeting were:

- Support for having the Heads' Forum follow directly on from families of schools' meetings, with a coordinated agenda
- Support for next year that the leadership of school improvement work to be through a steering group of Heads & the Heads' Forum (with additional working groups commissioned as we have need).
- Support for using an early forum next academic year to do some peer moderation on the

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SICSEF

- Development of a common SEF format was highlighted as an urgent priority
- We agreed that the next forum would be focused on the summary or priorities document that you have produced, agreeing any collaborative work that we want to do as a result.

KCSIE 2022

For those of you who are signed up with 'The Key' there is a useful summary of the changes in KCSIE and some guidance on next steps for Sept 2022 which I have summarised below.

- Train your staff on KCSIE 2022, highlighting the main changes
- Update your child protection/safeguarding policy (see notes below), particularly making sure that it now includes procedures for confidently sharing low-level concerns
- Check your staff behaviour policy includes low level concerns, allegations against staff and whistleblowing
- Make sure that your RSHE programme covers the issues outlined in the revised KCSIE, with topics (depending on phase) such as:
 - Healthy and respectful relationships
 - Boundaries and consent
 - Stereotyping, prejudice and equality
 - Body confidence and self-esteem
 - How to recognise an abusive relationship (including coercive and controlling behaviour)
 - The concepts of, and laws relating to, sexual consent, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based violence such as forced marriage and female genital mutilation (FGM), and how to access support
 - What constitutes sexual harassment and sexual violence and why they're always unacceptable

The safeguarding policy is one that we will need to adopt at a trust level, but with heavy adaptation at local school level. This is because parts of the safeguarding policy relate to staffing and HR procedures, which have to be common across the trust, but other parts will be very school specific.

If you are joining St Clare in September, please do continue with review of your own policy as it is most important that you have in place something that you and your staff know and understand. We can then do work early in the year to ensure that sections to do with staffing and HR are aligned across the trust.

However, if you would find it helpful for you and/or your DSL (if that isn't you) to gather with me before the end of term to share our policies and, if possible, agree and adopt a common format and approach before the end of term then I would be very happy to organise that.

Please let me know if you would be interested in this as soon as possible and I will ask Anita to find a good date with everyone.

Advisory Board, TUPE and 'Onboarding'

It was great news from the Advisory board last week that St Francis has been approved to open with 7 schools and that Emmaus, Holy Trinity and St John Fisher have been approved to join the 10 schools already approved for St Clare. There is another school in active consultation that may resolve and apply in time to be considered at the July Advisory Board to join St Francis in the Autumn.

The TUPE work place meetings are going well so far. Thanks for all your work in getting these set up. I will be in touch with Emmaus, Holy Trinity and St John Fisher about the TUPE process for HSPAT

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schools very soon.

I have summarised below some key steps that remain for schools joining St Clare CMAT in September:

1. **The chair of governors and one other governor will need to sign a pack of legal documents** before the end of term. These are being issued by Winckworth Sherwood over the coming weeks. The pack will come with a cover sheet that summarises what is in the pack and what it is that is being signed, but in short, it is documents to do with the transfer of land, funding agreements, contracts of employment etc.
2. **TUPE report from governors to finish the consultation;** Governors will need to agree and share a report to close the TUPE consultation. I will provide FAQs covering all the questions asked along with the answers and Winckworth Sherwood will provide a report template which can be edited and adapted as much or little as governors feel is appropriate. The purpose is simply to sum up the key questions asked, along with answers and, if relevant, any actions that have arisen through the TUPE process. We are aiming to get these FAQs and template reports to you by the 1st week in July. If this is after the last governors' meeting of the year, please let me know and we will work out what we can do.
3. **Issue letters to all staff summarising their terms and conditions;** Adnan can support Business managers with this. If you have any concerns or questions, please let Anita or I know and we will work out a way with Adnan to support this process. Staff will need to check their letters, flag up any issues and sign them. The letters will need to be kept on their personnel files.

I just want to finish this bulletin by asking you to pass on my sincere thanks to Business Managers and other colleagues who are working so hard with Adnan and who are doing work to support TUPE and the change in governance. I know it is incredibly busy, doing this on top of a job which is already packed. Adnan and I really appreciate not only the work, but the way in which those colleagues are going about it.

Items copied from previous weeks' bulletins for reference

Notices from Hallam Teaching School Alliance

Notice from St John Fisher

Have you got any Ukrainian 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.

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20/06/2022	<p>Finance system working group; 23rd June</p> <p>On-boarding guidance & training; Finance and HR; 23rd June</p>	<p>Business Managers (& other staff as appropriate):</p> <ul style="list-style-type: none"> • Attending finance system working group • Attending 'on-boarding' guidance and training session.
27/06/2022	<p>On-boarding guidance & training; Finance and HR; 30th June</p>	<p>Business Managers (& other staff as appropriate) attending 'on-boarding' guidance and training session.</p>
04/07/2022	<p>Advisory Board; Wed 6th July</p> <p>On-boarding guidance & training; Finance and HR; 7th July</p>	<p>Business Managers (& other staff as appropriate) attending 'on-boarding' guidance and training session.</p> <p>Before the end of term, governing bodies will need to:</p> <ul style="list-style-type: none"> • 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. • 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.
11/07/2022	<p>Close TUPE</p> <p>Heads' Forum 12th July (Date TBC) – 9.30-11.00am</p>	<p>Business Managers – remote training session on new finance system (TBC)</p> <p>Share TUPE report with all members of staff</p> <p>Heads' Forum – 12th July; Finalise self-evaluation and priority improvement approach, finalise immediate trust school improvement priorities</p>