

Head Teachers' Bulletin – St Clare CMAT – 4th July

Events this week

Safeguarding Policy Working meeting; Wed 6th July 11am-1pm (Virtual – link to follow by email to those who are attending)

Dearne Valley and Sheffield Heads' Retreat; Thurs 7th July 9.30 – 3.30 Wilson Carlisle Centre

School Business Managers' 'On-boarding' – Thurs 7th July

Upcoming Events

TUPE Work Place Meeting

HSPAT – Monday 11th July 3.45 (Virtual meeting – link will be sent out to all schools)

St Clare Heads' Forum – Tue 12th July (St Pius 9.30 – Time and venue TBC)

School visits

Notre Dame – Thursday 14th July 10-11.30

St Helen's – Friday 15th July 9.30-10.30

Actions from this Bulletin

Safeguarding policy feedback - If you (or someone from your school) is not at the working group on 6th July, but you have some comments or feedback to share on the draft policy, please share them with Anita so that we can include your views in our discussion.

New Updates (since last bulletin)

Work on Safeguarding Policy

You should have received a copy of the draft safeguarding policy for discussion at the working group on 6th July. If your school is not represented, but you have some comments or feedback to share on the draft policy, please share them with Anita so that we can include your views in our discussion. This is particularly important if you are joining St Clare CMAT from September as the outcome of the work on the 6th July will inform the trust wide policy.

Heads' Forum – 12th July

As agreed at the last heads' forum, we will be focusing on the shared priorities that were developed across the two families of schools. Our aim will be to agree priorities for collaborative work in the year ahead and set out how we will support that work.

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TUPE

I am working to get an updated TUPE report template finished to share with governing bodies this week. I am in the process of updating the frequently asked questions, to highlight the common points that have come up during the TUPE process. This template can be amended by your governors to add any specific points that have come up through TUPE in your school and how governors have considered these points. The purpose is to ensure that any issues raised have been answered or addressed, or that there is a plan in place to address them.

There has certainly been nothing contentious in relation to contracts and transfer of employment that has arisen in any of the work place meetings.

Once again, thank you for all your work and that of your colleagues in this process.

Items copied from previous weeks' bulletins for reference

Updates on Trust Development

I thought it would be helpful just to give you a bit of an overview of some of the work that is going on behind the scenes with trust development as things are coming together for September.

TUPE has been a big focus over the last three weeks and I am really grateful for your work and that of your colleagues in running the school meetings. There has been nothing really contentious and the questions that have come up are really the same as those which came up in January. The unions have been positive and supportive of the direction of travel, which bodes well and is a real encouragement after some of the challenges earlier in the year.

I am working on the next Heads' Forum so that we can agree school improvement priorities for the coming year and ensure we know how we are addressing them.

We are also on with getting our website up and launched, which will give us a way to better share information about our schools and our CMAT and which will give us more of a tangible presence in the way we work together. We hope to have something running before the end of term.

Following our Chairs' Forum, we have also taken another step in setting out some of the practical ways of working between the local academy committees and the trust board. We have provided a draft governance calendar and a more detailed work plan around the financial governance which is where the biggest initial changes will be.

We have also signed the contract on the finance system, so that Adnan can work with Business Managers to start training and development of that system so that it works well for us.

Once again, I want to say a big thank you for your work and support and for that of your colleagues in managing all the steps that make us ready to open as a CMAT in September. Lots of it is still much about process, but it is all important to enable us to put in place the structures which should free us to concentrate on teaching and learning and what it is like to be a pupil or member of staff in our Catholic schools. I am certainly looking forward to joining you all on the retreat on 7th July, where this vision of what we want to be will be very much our focus.

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

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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 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 not 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.

However, if you prefer you can use and adapt the St Clare policy once it is completed.

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

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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 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.

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| 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> |