

## Head Teachers' Bulletin – St Clare CMAT – 6<sup>th</sup> June

### Events this week

#### School Visits

St Catherine's – Mon 6<sup>th</sup> June 4pm  
Sacred Heart – Wed 8<sup>th</sup> June 9.30am  
All Saints – Thus 9<sup>th</sup> June 9.00am

#### TUPE Work Place Meetings

Notre Dame – Tue 7<sup>th</sup> June from 2pm  
Sacred Heart – Thus 9<sup>th</sup> June 3.45pm

#### Finance System Working group + School Business Managers' 'On-boarding' – Fri 10<sup>th</sup> June

These sessions will run back-to-back. Adnan has sent invitations to School Business Managers

### Upcoming Events

#### 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

#### School Visits

St Catherine's – Mon 6<sup>th</sup> June 4pm  
Sacred Heart – Wed 8<sup>th</sup> June 9.30am  
All Saints – Thus 9<sup>th</sup> June 9.00am

#### TUPE Work Place Meetings

All Saints – Mon 13<sup>th</sup> June 3pm  
St Mary's – Tue 14<sup>th</sup> June 5pm  
St Ann's – Wed 15<sup>th</sup> June 3.30pm  
St Catherine's – Thu 16<sup>th</sup> June 5pm

#### School Business Managers' 'On-boarding' – Fri 17<sup>th</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**

## Head Teachers' Bulletin – St Clare CMAT – 6<sup>th</sup> June

### New Updates (since last bulletin)

#### Planner for schools joining St Clare's in September

I have attached an updated copy of the planner for schools who are joining the CMAT in September to the end of this bulletin. I will update it each week so that you have a quick reference about what is happening in one place.

#### Heads' Forum

The next Heads' Forum will take place on Tuesday 14<sup>th</sup> June at the pastoral centre, following the families of school meeting. If this format suits everyone, it is a way we can work in the future.

At the forum, I will be sharing plans for how I'd like schools in the CMAT to share self-evaluation and priorities in the first year. I'd like to hear your views. As we go through the year, is there an appetite to revisit a common format and approach to SEF?

I would also like to pick up the conversation about priorities for collaborative work on school improvement and to think about how that might be supported by the formation of the CMAT.

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

Adnan has now started what will be weekly meetings with School Business Managers to work through the training and other activity that needs to happen in readiness for September. While this work is focused on schools joining in September, Adnan would be very happy for Business Managers from schools who intend to join St Clare in the future to attend so that they get an early sight of the sort of work that is happening.

#### Notices:

**Please send anything that you would like to be included either to me or to Anita Bray.**

#### 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.

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

#### Notices from Hallam Teaching School Alliance

##### 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 – 6<sup>th</sup> June

|            |  |   |
|------------|--|---|
| 06/06/2022 | <p>St Clare's directors' meeting 7<sup>th</sup> June</p> <p>Finance system working group; 10<sup>th</sup> June</p> <p>On-boarding guidance &amp; training; Finance and HR; 10<sup>th</sup> June</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 - 10th June</li> <li>• Attending 'on-boarding' guidance and training session.</li> </ul>   |
| 13/06/2022 | <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; 17<sup>th</sup> June</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><br/>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.<br/>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> |
| 20/06/2022 | <p>Finance system working group; 23<sup>rd</sup> June</p> <p>On-boarding guidance &amp; training;</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>  |

## Head Teachers' Bulletin – St Clare CMAT – 6<sup>th</sup> June

|            |   |  |
|------------|---|--|
|            | <b>Finance and HR; 24<sup>th</sup> June</b>   |  |
| 27/06/2022 | <b>On-boarding guidance &amp; training; Finance and HR; 1<sup>st</sup> July</b>   | <b>Business Managers</b> (& other staff as appropriate) attending 'on-boarding' guidance and training session.   |
| 04/07/2022 | <b>Advisory Board; Wed 6<sup>th</sup> July</b><br><br><b>On-boarding guidance &amp; training; Finance and HR; 8<sup>th</sup> July</b> | <b>Business Managers</b> (& other staff as appropriate) attending 'on-boarding' guidance and training session.<br><br><b>Before the end of term, governing bodies will need to:</b> <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> |
| 11/07/2022 | <b>Close TUPE</b><br><br><b>Heads' Forum</b><br><b>12<sup>th</sup> July (Date TBC)</b><br><b>- 9.30-11.00am</b>                       | <b>Business Managers</b> – remote training session on new finance system (TBC)<br><br><b>Share TUPE report with all members of staff</b><br><br><b>Heads' Forum – 12<sup>th</sup> July;</b> Finalise self-evaluation and priority improvement approach, finalise immediate trust school improvement priorities   |