

Head Teachers' Bulletin – St Clare CMAT – 11th July

Events this week

TUPE Work Place Meeting

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

St Clare Heads' Meeting – Tue 12th July (St Pius X - 9.30-11.00)

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 – The St Clare Trust Policy will be shared later this week.

Schools joining St Clare in September will need to adapt or add to the sections highlighted in yellow to make them relevant to your school. You should take the 'personalised' version to your first local academy committee meeting of the year for approval of the school level amendments.

All other schools can amend and use the policy if it is helpful.

SATs results – Schools joining St Clare in September, as requested below, please share your SATs results via the form at this link <https://forms.gle/r9H4tbvFbzuNGUR6A> or if you already have them in a document, you can just email that to Anita.

TUPE report for governors to adapt and share – Please share the Template Governing Body TUPE Report attached with your governing body. Governors can amend this report as they wish as a report on the end of the TUPE process. We would recommend that governors share the report (or their own alternative if preferred) with all members of staff.

Share photos and logos for the St Clare website – If you are joining St Clare in September, please share a PDF version of your school logo and any photo(s) (without children – GDPR reasons) of your school that you would be happy for us to use on our St Clare Website. Please send these via email to Anita.

Spend thresholds and payee names – Please note the requests below from Anita for information that Adnan needs to inform his work over the summer.

The spend thresholds are needed from any school that is likely to join St Clare by Sept 2023 and can be returned via this link; <https://forms.office.com/r/Ky6jimpGcqe>

The payee names are needed only from those schools joining St Clare in September and can be returned via this link; <https://forms.office.com/r/PYHXUPyMji>

New Updates (since last bulletin)

Work on Safeguarding Policy

Thank you to all colleagues who met virtually on 6th July to review the draft trust safeguarding policy. The policy is based on a model for the Key, updated for compliance with KCSIE. It was then reviewed by safeguarding leads from our schools at the meeting and we received further input from Sai Patel, Learn Sheffield School Improvement Lead.

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The policy agreed at the meeting will go to the St Clare trust board on Tuesday 12th July for approval. I will then share a copy with all schools. This will be the policy for all schools joining St Clare in September, but can also be adapted by other schools if you wish.

There are sections to be adapted for each individual school. These are highlighted in yellow on the policy. I will also share some other actions related to the updated KCSIE that are suggested as a checklist for safeguarding leads. Again, huge thanks to everyone at the meeting for their input into this work.

Heads' Forum – 12th July

Please find attached a copy of the agenda for the heads' meeting on 12th July, which Alex, Damien, Frank and I met to agree following the combined families of schools' meeting in June. Many thanks to St Pius for hosting our meeting and to the Dearne Valley family of schools for allowing us all to meet ahead of your final meeting of the year.

Much of tomorrow's meeting is focused on agreeing our shared priorities for next year and giving direction to the Deputies' Group. It would be helpful if you can give a bit of thought to the focus you would find most helpful for the Deputies. Damien, Alex, Frank and I came up with the following options which could be a model if we want them to focus on subject leadership, but you might have another suggestion to share.

- Coordinate informal networks of subject leaders to support sharing of practice and collaborative work on curriculum development. If we want this, would it be for all subjects or just a selection?
- Develop and run generic CPD to support subject leadership?

As agreed when we met at the Pastoral Centre, next year we will continue to meet as two families of schools under the 'St Clare Family' banner. The purpose will be to help build links and relationships between our schools. We will coordinate collaborative school improvement work. The meetings will also be a forum to help shape the development of St Clare CMAT and to manage the working relationship between our families of schools, whether in the CMAT or not. Meetings of individual families of schools can happen as needed before or after these combined meetings.

TUPE

I have attached a template TUPE Governing Body Report, which includes the FAQs and report from St Clare. This template can be adapted (see highlighted sections in yellow) to personalise to your school. It is designed to provide governors with a summary of what has been done and also to be shared with staff as a way of governors closing the consultation. If you have not yet had your final governing body meeting of the year, it can be considered in the meeting, or it can be shared electronically for any comment with governors.

It is not statutory and governors can take an alternative approach if they wish. The important thing is that governors are able to acknowledge what happened through the TUPE consultation, be assured that any issues have been addressed and be able to communicate this with staff.

SATs

I hope that everyone was pleased with the SATs results last week and did not have to spend too long frustrated by the crashing website!

Whether you feel elated, disappointed or somewhere in between, I hope that you are able to keep in the forefront of your mind the bigger truth that we all have in common - that you and your colleagues have given your all for the children over two years that have felt impossible at times.

As we look to the future, I would be very grateful if schools who will be joining St Clare in September

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will share your results, either by emailing them or by completing the short form via the link highlighted in the “Actions from this Bulletin” section above.

Website

The Saint Clare Trust website will soon be up and running. We would love to have your school reflected on the website. To that end, I would be very grateful if you could email Anita with a PDF copy of your school logo and any photo(s) you wish to share of your school. Unfortunately at this point they need to be photos without children as we haven't asked permission to share their images.

At the moment this request is to the schools joining in September.

Spending Thresholds and payee names

Anita has sent requests for information about spending thresholds (all schools) and payee names (those joining in September only) to your business managers. This is a reminder to any colleagues who have not yet returned the information and a thank you to all those who already have. The information is needed to ensure that the St Clare bank account has spending limits that do not stop things from happening and also to ensure that we can process any payments to you that are sent with your school's details instead of the new bank account details.

The links for returning the information went out via email from Anita, but are also included in the “Actions” section above for convenience.

Head Teachers' Appraisal – Schools joining St Clare in September

I have had a few queries about head teachers' appraisal arrangements for schools joining St Clare CMAT in September.

In short, you should plan to do it in the same way that you have in the past which for most if not all will be through a committee of the governing body supported by an independent adviser. I am very happy to be involved with the process and if that would be helpful, please do get in touch so that I can book things into the diary.

Head Teacher appraisal is delegated to the local academy committee and an independent advisor is recommended. In future years, we can look at how we can support that centrally through the CMAT if/where there are advantages in cost and/or improving how it works for everyone. For this year, given that we are finishing a cycle started before the CMAT existed, it is best to keep it as consistent as possible with what you have done in the past.

In future, the CEO will sensibly have an input into supporting evidence of progress against objectives and setting new objectives for the year ahead. This year it would make most sense for me to have some input into considering objectives for the year ahead, taking account of the trust wide priorities and how they connect to your school.

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