

Head Teachers' Bulletin – 16th Sept 2022

Events this week

Finance System Training (more details in Adnan's briefing paper)

Core Iris Financials Training Days 1 -3	-	16 th – 21 st September
Finance and Operations briefing 2-3	-	22 nd September
Go Live – General User Access	-	22 nd September

School Visits

St Mary's – Wed 21st Sept 10.30
St Teresa's – Thu 22nd Sept 10.30

Upcoming Events

Governor Hub Training Sessions –*Thur 22nd Sept 5pm, or Wed 28th Sept 5:30pm (Zoom)

These are repeated sessions for anyone who wants to have a run through on how to use Governor Hub. Please book a place by following one of the links below and a zoom link will be sent.

Thursday 22nd September

Wednesday 28th September

*Not Tues 27th as on previous bulletins.

Heads' Forum – Friday 30th September/ 9.30-11am

Actions from this Bulletin

Contact Anita:

- To book a date for Steve to visit if you haven't done so already
- To confirm the number of safer recruitment trained governors and/or staff you have in school – this is relevant to schools who have adopted the Trust Safeguarding policy as the Trust board need to be able to confirm compliance and we want to be able to help coordinate training where it is needed

Please follow us on twitter @stclarecmt and tag us in to your posts, we love to see the great work happening in our schools.

New Updates (since last bulletin)

St Clare Family Heads' meeting (Heads' Forum) 30th September

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Thank you for your quick responses to the request about date change for this meeting and sorry for any inconvenience. Neither revised date worked for everyone, but 30th September was best overall. I will be happy to arrange a virtual catch-up with colleagues who can't make 30th September if that would be helpful.

I will confirm the venue shortly. I am just in discussion with a couple of schools who offered to host early meetings. I have attached the agenda for the meeting and some supporting documents with this bulletin. I would just like to highlight a couple of things that we will be discussing so that you can come prepared if you have ideas or strong views to share.

- Decision on the focus for subject networks across our family
- Discussion about the role of and support for the Deputy Heads Group
- Feedback on a proposed common format and approach to SEF and SIP
- Plans for a St Clare Heads conference in the spring – is this something you want and do you have any thoughts about themes and/or people to approach to lead/facilitate
- Next steps on shared work round SEND

You will also see that there is an item on the SCITT and the potential way in which it could form a significant role in our school improvement work. I am mindful that many of you work with the SCITT and others don't so I felt it important to ensure everyone is aware of the thinking and can give feedback that will inform our planning for the development of the CMAT.

I look forward to seeing everyone.

Notice for Holy Trinity, St Pius, All Saints and Notre Dame – Internships

I am just flagging up an opportunity that John Coats will be raising with you directly in the coming weeks.

The DfE are currently funding an internships programme for undergraduates who are interested in exploring teaching careers in Maths or Physics. The SCITT have been running this programme since 2015 and some of you have hosted interns in the summer term over those years. We have seen some real success stories where those interns have gone on to train to teach, with some of them now serving as outstanding young teachers in our schools.

We would like to explore a model of widening the internship offer to other subjects (likely those that are hard to recruit). This may require us providing the programme in an unfunded way, which may mean we need to put in some of our own funding. However, it may support a future application to continue to offer the funded programme and, most importantly, it may be a route to improving recruitment of strong teachers in subjects where that is a challenge. If this is an investment in time and/or money that you think is worth exploring, please look out for the message from John in the coming weeks. I will make sure I flag it up in the bulletin.

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Consultation timelines

Thank you for the responses about plans to consult about joining St Clare. A few of you have asked for a summary of the process for consultation, advisory board and on to joining the trust, so I have attached a summary with two example timelines with this bulletin.

I will be sharing your responses with the DfE who will be able to give updated guidance on definite deadlines and also the process for application and what happens afterwards, as this does evolve.

Your responses also help with planning for trust development. One of the things we need to make sure is that we are doing what we should be with those schools who have joined and continue to work as a wider family in a way that is fair to all.

Items copied from previous weeks' bulletins for reference

Governance pack – FAQs

The following are the questions we have fielded so far from colleagues in relation to the governance pack. I share them in case the answers are helpful more widely. I have also attached a copy of the governance pack with this bulletin for convenience and for information for schools who have not yet joined the trust.

Can we still have committees?

Local Academy Committees cannot delegate any powers to further committees, so all formal business has to be done in fully meetings of the Local Academy Committee. However, you can choose to have working groups and these could be, for example, some or all of the committees you have previously had in your governing body.

Those groups could do more detailed work on policy review, reviewing school data, etc. They could then report their work as an agenda item on the Full Academy Committee for formal approval and to make sure that there has been a chance for all governors to ask questions. This may be a way to reduce the time needed for individual agenda items and allow there to be fewer Local Academy Committee meetings.

It is for each group of governors to decide what will work best for you in your context, but our general steer is to maintain as much of what has worked well for you in the past as possible. Slower evolution is generally safer in making sure we don't miss anything or lose things that were strong.

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Do we have to have 2 meetings in the Autumn term? Do we have to follow the template agendas?

You do not have to have 2 meetings in the Autumn term and you do not have to follow the template agendas. As long as all the work that is set out on the schedule has been covered somewhere, you can arrange that in whatever number of meetings works best for your board. If, for example, you have working groups, you may need fewer meetings of the full Local Academy Committee. Governors at other schools may prefer to have more regular but shorter meetings of the full Local Academy Committee.

The template agendas were set out as a way of covering business that could be used as they are or amended if that is helpful. They can also be ignored. In putting them together, I worked on the basis of both meetings happening in the first half of the Autumn term as there is quite a lot of compliance work to do early on. This would then more likely settle to a pattern of one meeting per half term, of a similar length agenda if a local academy committee chooses to work that way, with everything happening within the full meeting.

When do the trust policies have to be approved and adopted? Is there a deadline?

No, there is not a deadline. The general guidance here is move as quickly as you can, but keep your existing policies until you have been able to adopt the trust policies.

The policies that need to be prioritised are the GDPR suite (particularly the Data Protection Policy), Complaints and Whistleblowing. That is because the lines of responsibility formally changed from the moment schools joined the trust. For example, the registration number with the Information Commissioners Office and the overall Data Protection Officer is now the same for the whole trust and it would be good to make sure that this is correct in published policies.

The Safeguarding policy would also be good to prioritise since the revised KCSIE came into effect from 1st September and therefore any policy should be updated to reflect the changes. The trust policy has been drawn up inline with the changes to KCSIE so adopting it will make sure that you are working in line with those updates.

Finally, the pay and teacher appraisal policies would make sense to adopt as soon as possible as we will quickly be into appraisal review and pay recommendation. However, under TUPE and the commitment of the trust to ensure 'no detriment', it is entirely reasonable to apply your previous policies on this round to ensure no change from previous practice.

Wider queries and suggestions on policies

Thank you for the more general questions and observations about trust policies. Many of these will be sensibly picked up as we review the policies through the year. To help with this, Anita has set up a spreadsheet on SharePoint which you can have access to. It has a place, for each policy, to log

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any questions, suggestions or observations that we can pick up together through chairs forum and future policy review.

Can clerks and other staff in school access the governor hub training?

Yes, this training is open to anyone in school to join who would benefit from being able to use Governor Hub. We will circulate the link to the training when we receive it from Learn Sheffield.

I have attached a copy of the governance pack with this bulletin for convenience and for information for schools who have not yet joined the trust.

Cyber Security and RPA

Thanks to Heather at Notre Dame for flagging up one of the conditions of the RPA insurance in relation to cyber security. This is relevant to all schools who have joined the trust and indeed to any school insured through the RPA.

If you have joined the trust and have any queries or concerns about your school's compliance with any of these conditions, please let Steve know.

Even if you're not in the trust but are in the RPA and you are concerned about any of these conditions, do get in touch as it would be sensible to help each other out.

Conditions for RPA cyber cover?

To make sure your school is covered for Cyber Incidents we want to remind all RPA members that the following four conditions must be met:

1. Must have offline backups
2. All employees or Governors who have access to the Member's information technology system must undertake [NCSC Cyber Security Training](#)
3. Must register with [Police CyberAlarm](#)
4. Must have a Cyber Response Plan in place

For more information, see the [Cyber Guidance note](#).