

Head Teachers' Bulletin – 21st October 2022

Events this week (week beginning 31st Oct)

School Visits & Meetings

St Thomas of Canterbury – Tue 1st Nov 12-1pm

St Alban's – Wed 2nd Nov 10.30

Heads and/or Business Managers' drop in – Thus 3rd Nov 4pm

<https://us02web.zoom.us/j/89853816090?pwd=WFU3dDV4SnRGS3dhdEloTVJJTm5lUT09>

Meeting ID: 898 5381 6090

Passcode: 21juu2

Upcoming Events

School visits & meetings

St Catherine's – Tue 8th Nov 10am

All Saints – Wed 9th Nov 10.30-11.30

St Mary's – Thu 10th Nov 10.30-11.30

Heads' Forum – Tue 22nd Nov 9.30-11.00am @ St Alban's

Actions from this Bulletin

1. Schools who have joined the trust – Contact Anita to book in a visit with Adnan and Steve for you and your Business Manager (see notes below)
2. Schools not in Learn Sheffield interested in the 'Meeting the Millennial Need' Training, please speak to Steve as soon as possible
3. Please see the notice about an appeal for examples of paper work to support appraisal of school office staff
4. Please contact Steve if someone in your school may be interested in becoming an Autism Trainer

New Updates (since last bulletin)

Trauma Informed Conference

On behalf of everyone who attended, I want to thank Fiona for her work on the Trauma Informed conference and for getting us all there. The message of taking control of the things that we can control as we face the challenge of increasing unmet need was a big take away for me and it comes at an exciting time as we have a largely blank canvas in the way we choose to work together as we form our CMAT in the coming months and years. That gives us an opportunity to think differently about what we can control and how we can help one another to do an ever-better job for those children who are not thriving in school or anywhere else for that matter. It is great to see the support that we can tap into and contribute to and we are blessed to have the connections we have to that regional work through Fiona.

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I flag up in particular the “Meeting the Millennial Need’ training that will be happening over December and January. There was a flyer in your pack and you will have been emailed with a booking link if you were at the conference. For those who were not, I have attached the flyer with this bulletin. Schools who are subscribed to Learn Sheffield can book directly. If you are booking a place or places for anyone at your school, please do let me know.

Schools in the St Clare family who are not in Sheffield, it may be possible to get you booked on if you are interested. Please do get in touch with me.

One of the dates for the training falls in the Christmas break for some of the schools in our family, but I understand from Fiona that Positive Regard are going to run an additional date for our schools that are on the training to address that.

I also flag up the opportunity for members of staff to become Autism Trainers and have attached a flyer from the conference. If you have any colleagues in your school who would be interested in this, then I would be keen to talk with you and could look at the Trust funding this as it would add some capacity for us all.

Meetings with Heads, Business Managers, Adnan and Steve

As noted last week, Adnan and I would like to get out and meet with Heads and Business Managers in schools that joined the trust in September. We want to get a sense of the individual challenges at each school, as well as things that have gone well and/or hopes and ideas for the future. This will help us to plan future working. We will also be able to give you a sense of how things are going to roll out and develop in the coming weeks and months.

This would sensibly be my focus for school visits next half term, though of course I am always happy to come in for other reasons. Please let Anita know when would be the best time for us to arrange this visit next half term.

Survey coming after half term break

This is advance notice of a survey that I will be asking you to complete after the half term break. It will be online and there will be three parts to it:

1. **A quick check in on any feedback you have for directors about Trust development** (this bit will only be for schools already in the trust). This will be a routine check in which will also go to governors and school business managers to help monitor and inform development of the Trust.
2. **Gathering information on the different approaches you take to gather pupil, staff and parent voice.** This is to help inform planning about how we can support one another with this work and also to identify how the Trust Board can gain feedback to support their role as employers.
3. **Updating information on capacity to support different aspects of school improvement.** This will include updating information about expertise and experience in your school and also the good sources of support you work with outside of school and any areas where there is a gap in support.

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Policy Feedback

I just want to remind you that, as you begin to work with Trust wide policies, if you have any feedback that you would like to be taken into account when they are reviewed in future, you can do that through the link below. Alternatively, you can contact Anita with your feedback and she will log it.

There are a few questions on the log at the moment, so I have attached a summary of those with answers in case they are relevant to you. I would ask that in future, if you have a question, or an issue that needs more urgent attention, please raise that directly with Anita as the feedback log is not checked regularly, but rather will be looked at when a policy is up for review.

https://stclarecmat.sharepoint.com/:f/s/StClareCatholicMultiAcademyTrust-OnboardingSept2022/EtABkQ8HcYFOj3Tk6fgM3w0BHmfGfZya-h5y5GkP_aVS-A?e=hlGoik

Notices

Format for Non-Teaching Appraisal

I have had requests from a couple of schools for any examples of paperwork you use to support appraisal for school office staff, including Business Managers. If you are able to share anything, please send it to me and I will share with schools who would like copies.

Items copied from previous weeks' bulletins for reference

Senior Leaders (Deputies) Meeting

Following the Heads' Forum, the Senior Leaders' Group (formerly known as the Deputies Group) met. I have attached the notes from that meeting with this bulletin. Thank you to Alex and Lysie for coordinating and sharing the minutes.

There were similar themes from the meeting that were discussed at the Heads' Forum. As a way forward we are proposing that:

- We ask the group to do some peer work looking at how senior leaders evaluate and influence the quality of teaching and learning across our schools. This provides a focus for the meetings and will provide some really useful feedback to inform future priorities for collaborative work.
- We re-start the 'aspiring heads' programme (probably under a different name). With that in mind, I would be grateful if you can get in touch with me if you helped to lead aspects of that programme in the past, or if you were on the programme.

Venues for directors' meetings & links with the board

Some of you have kindly hosted directors' meetings in school already and the directors are keen to have meetings in schools across the family to help them to get a real sense of the schools in the trust – being more than just names, descriptions and numbers on a report.

As part of that, directors invite a representative from the host school to meet with them before the formal meeting, just to share something of their school. This could be a tour, or a talk through some highlights from the school, or whatever would work best for you.

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Meetings take place in the evening from 7-9pm and Directors would plan to arrive for 6.30 to have a chance to meet with someone from the school beforehand.

I have put together a suggested rota (below) for meetings through the remainder of this year with schools that the Directors are yet to attend. We are very mindful of how much work you have to do and that this means colleagues staying late, so please do say if the proposed date does not work well for you, or indeed if you'd rather that we didn't run a meeting at your school.

Date	Meeting	Venue
30/11/2022	Chairs' Forum	All Saints
13/12/2022	Trust Board	TBC
07/02/2023	Trust Board	St Mary's
21/03/2023	Trust Board	St Marie's
29/03/2023	Chairs' Forum	Holy Trinity
16/05/2023	Trust Board	St Theresa's
11/07/2023	Trust Board	St Ann's
12/07/2023	Chairs' Forum	St John Fisher

RAAC questionnaire

The DfE is surveying schools to check on a type of concrete (Reinforced Autoclaved Aerated Concrete – RAAC) that was sometimes used in construction between the 1930s and 1980s. If your school has RAAC used in any buildings, it will need specialist monitoring.

If you are an academy, you should have received a survey to fill in last March. I need to check if any academies which joined St Clare did not fill in a survey, or are not sure as we will need to do that now. So, if you were a single academy trust and you joined St Clare this September please let Anita know as soon as possible whether or not someone filled in a RAAC survey before the summer. If you don't know, please also let Anita know.