

## Head Teachers' Bulletin – 4<sup>th</sup> November 2022

### Events this week (week beginning 7<sup>th</sup> Nov)

#### School Visits & Meetings

St Catherine's – Tue 8<sup>th</sup> Nov 10am  
Sacred Heart – Tue 8<sup>th</sup> Nov 1.30pm  
All Saints – Wed 9<sup>th</sup> Nov 10.30-11.30  
St Mary's – Thu 10<sup>th</sup> Nov 10.30-11.30  
St Catherine's – Fri 11<sup>th</sup> 12.00

#### Heads and/or Business Managers' drop in – Thus 10<sup>th</sup> Nov 4pm

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

Meeting ID: 898 5381 6090

Passcode: 21juu2

### Upcoming Events

#### School visits & meetings

St Pius – Mon 14<sup>th</sup> Nov 11.30  
St Alban's – Wed 16<sup>th</sup> Nov 10.30  
St Thomas Moore – Thu 17<sup>th</sup> 1.00-2.00

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

Chairs' Forum – Wed 30<sup>th</sup> Nov 6pm @ All Saints

### Actions from this Bulletin

1. Please complete the survey(s) through the link(s) below. Deadline for completion is **Thus 17<sup>th</sup> Nov** – to be ready in time for leadership team meeting and trust board meeting.

Link to survey for all Heads; <https://forms.office.com/r/BWBc9rGr1y>

Link to additional survey for Heads of schools in St Clare's Trust already;

<https://forms.office.com/r/CggsafyQnp>

#### Actions still relevant from the last bulletin

2. Schools who have joined the trust – Contact Anita to book in a visit with Adnan and Steve for you and your Business Manager
3. Please see the notice about an appeal for examples of paper work to support appraisal of school office staff

### New Updates (since last bulletin)

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### Survey coming after half term break

As noted in the last bulletin, I have set up a survey that I ask you to complete by Thus 17<sup>th</sup> November. I estimate that it will take 10 minutes and you can access it via this [LINK](#) There are three sections to it:

1. **Asking about 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.
2. **Updating information on capacity to support different aspects of school improvement.** I have gathered lots of information to help with this over time, but it is helpful for me to get an update and also to gather it all together in one place in a more structured way. This survey will help me to identify which of you to speak to in the event that anyone asks for support.
3. **Specific questions about the work we have been discussing on writing.** These questions are to help decide the level of interest in this work, how urgent it is and what people want from it.

**There is also an additional survey for Heads of schools already in the Trust.** This survey can be accessed through this [LINK](#) and will take approximately 5 mins. This survey, which is also going to Chairs and Business Managers, is a quick check in to see how things are going so far from your perspective. This survey will be repeated in the future and will help Directors to monitor the impact of the Trust set up, guide any changes we need to make and inform future priorities.

Response to previous surveys has been far from complete. I absolutely understand that this will be one of a never-ending list of things for you to get to, but the responses really only help if we get a complete picture, so I do thank in advance for your prompt responses.

### NASUWT and NEU Strike Ballots

As noted in the email from Anita at the start of last week, I have received notification for schools in the Trust of the numbers of members of staff in each school being balloted by each union. You should also have received notification. If you have not, let me know and I will share the numbers with you.

If strike action is called, it is likely to affect each school differently depending on the number of staff talking part. In that event, I will set up a Teams meeting in that event to give us a chance to share approaches and help to support one another in our response.

## 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

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### 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.

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