

## Head Teachers' Bulletin – 10<sup>th</sup> Mar 2023

### Future events

Heads' Conference – 23<sup>rd</sup> & 24<sup>th</sup> March

### Actions from this Bulletin

1. Please see the notice from Our Lady and St Joseph regarding urgent need to supply cover for an absence – get in touch with Steve if you can help in any way
2. Ask any colleague interested in a conversation about the Headship opportunity at Our Lady and St Joseph's to get in touch with Steve
3. If you are interested in membership of the Geographical Association and/or The Historical Association let Anita know by Fri 17<sup>th</sup> March

### New Updates (since last bulletin)

#### Headteacher conference

We are now less than two weeks from our Heads' conference and it is great that so many of you are able to come. Anita will be sending a summary of all of this information to everyone who is coming in an email following this bulletin.

Thanks for getting back to Anita about travel arrangements and menu choices. Anita has train tickets booked where requested and will be in touch with you directly about those.

For those of you who are driving, there is parking at the hotel. When you go into reception, let them know that you have driven and that you are with the St Clare's Heads' conference so that your parking charges will be covered as they are included in the booking.

At points during the conference we will be using some software called Padlet, which you can access on your phone. It is just a quick way to share and capture some of our thoughts and questions. It would be great if you can find a couple of minutes to get logged on just so you know how to use it. You can get there with this link; <<LINK REMOVED - AVAILABLE ON REQUEST>>

As a way to have a go at playing with it and to prepare for the opening liturgy, it would be wonderful if you could use Padlet to share something that makes you proud of your school community. You could post a photo, or a really brief sentence or two. To do that, just follow the link above and click the 'pencil' icon at the bottom of the screen. You will have the option to write a short note, download a file (if you want to share a document from school) or take a photo which is easy to do if you log on through your phone.

If having done that, you manage to find another quiet 5 minutes please do have a thought about what you hope to get out of the conference. If you don't get a quiet 5 minutes then don't worry – that is what we are taking some time away for. I am really looking forward to seeing you all.

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### Headteacher secondment opportunity

Maria and Emmeline have made the decision to retire from the joint role of Headteacher at Our Lady and St Joseph at the end of this academic year. There will of course be time yet to wish them well in their next step before the end of the year.

For now the focus of governors is securing the role of Headship for their wonderful school for the new academic year to carry on the great work that Maria and Emmeline have been doing. The school will shortly be advertising to fill the post and governors are open to exploring a possible secondment.

We are therefore seeking expressions of interest in either a secondment opportunity and/or interest in applying for the permanent post from colleagues within our family. Please do share this upcoming vacancy with colleagues who may be interested and ready for this step. If any are interested, please ask them to make contact with me to arrange time for a conversation about the role and the options.

Any colleague who is interested does not need to wait for the advert to go live and at this stage I just need to know of anyone who would like a conversation.

### Geographical Association and Historical Association Membership

At the last senior leaders' meeting a couple of colleagues were sharing how membership of the Geographical Association and Historical Association has been really helpful for primary coordinators. Both associations offer resources and support for teaching.

A couple of schools are planning to join at the moment. While costs are small, there is nevertheless a discount for group membership so if there is a sufficient appetite it would make sense to look go for a group membership of one or both associations.

Please could you therefore let Anita know:

If you already have membership of one or both associations and plan to renew.

Or

If you don't have membership but would be interested in joining of one or both associations

I have included links below to information about what membership offers:

<https://www.geography.org.uk/reasons-to-join>

<https://www.history.org.uk/membership>

### Roles in financial management

In answer to some common questions from Heads, Chairs and Business Managers, Adnan and I have put together some summary guidance on the different roles that we all play in financial management across the trust (attached with this bulletin)

We have tried to summarise the process of developing the systems and also to show what it will look like as we move into a more 'steady state'. We have shared this with chairs of governors. Feel free to share it with any other colleagues who might find it helpful.

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### Notices

#### From Our Lady and St Joseph

Our Lady and St Joseph school are urgently seeking some supply cover, to cover an absence for 6-8 weeks starting on 20<sup>th</sup> March. They have been let down at short notice by the arranged supply teacher and have not been able to secure a replacement through any of their contacts.

If you have any contacts that it is worth them pursuing then please get in touch with Steve, or directly with Emmeline or Maria.

### Items from previous bulletins

#### DSL meeting

Thank you to all colleagues who were able to attend the meeting. I really appreciated the feedback and thoughts about how we might usefully develop our work together across the trust.

I have attached with this bulletin a summary of the main outcomes from the meeting. Please do share these with your DSL (if it isn't you) and any other colleagues who work in your safeguarding team. I would welcome any further thoughts or suggestions on the things we are proposing particularly from any colleagues who weren't able to attend.

As you will see, there was a strong appetite to establish a DSL network across the trust, to work together on audit and review and to develop some more centralised and consistent approaches to some activity.

#### Trust Finance Assistant

I have shared in the notices section below a copy of an advert for Trust Finance Assistant that will be going out today. I share it both to keep you in the loop about recruitment to central roles and also so that you can share it with any colleagues or members of the wider school community who may be interested. Further details, including job description and person specification can be requested by contacting [recruitment@stclarecmat.org.uk](mailto:recruitment@stclarecmat.org.uk)

#### Development input for Senior Leaders' Meetings

I am still looking for Heads (or suggestions for other colleagues to approach) who would be willing to share a bit about their experience of headship at the start of one of our senior leaders' meetings. I have noted the themes and dates for the sessions below for convenience (I sent a full outline of the programme with last week's bulletin).

I absolutely understand that it is another thing to do in the already unmanageable list, but I hope that it isn't too big an ask and I know that colleagues in senior leadership positions would really appreciate the input. Please do let me know if you would be willing to help and if so, do you have a particular theme/date that you are interested in.

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Dates/Themes (all meetings start 1.30pm):

21<sup>st</sup> March – Servant Leadership

24<sup>th</sup> May – Culture and Ethos

4<sup>th</sup> July – Managing the organisation

Aut 2023 (Dates TBC) – Leading learning and Teaching (2 sessions)

Spring 2024 (Date TBC) – Governance and Accountability

Spring 2024 (Date TBC) – Strengthening Community

### ECT Policy Review

Our Trust ECT policy is up for review. I have attached a copy of the current policy with the proposed changes shown (as track changes). It is largely an expression of the statutory requirement for the ECT programme. I would welcome any comments or suggestions you have about the policy. Please feel free to share it with another colleague in school if they are more sensible to give feedback.

Particularly for schools already in St Clare's Trust who have ECTs, please do check that the policy does reflect what is happening in practice in your school. If there are differences, please flag these up. Finally, if you are in the Trust, you have ECTs and you are using a programme other than that provided through the Ambition institute, please also let me know. This is to help me to give Directors an overview of the approach being followed in different schools.