

## Head Teachers' Bulletin – 23<sup>rd</sup> June

### Events this week (beginning 26<sup>th</sup> June)

**School Improvement Planning meeting (Heads' Forum)** –Tue 27<sup>th</sup> June, 9.30-11am St Mary's High Green

**Senior Leaders' Meeting (For Deputies and Assistant Heads)** –Tue 27<sup>th</sup> June, 1.30-3.00pm St Mary's High Green

### Actions from this Bulletin

#### Actions from previous bulletins

Thank you to schools who have already completed the actions below.

1. **Complete the form showing your availability for Fiona and John to visit in the autumn term** by following the link here
2. **Trust Mass meeting (virtual) Monday 26<sup>th</sup> June** – Let Anita know if someone can represent your school
3. **Learn Sheffield Subscription form** (Sheffield Schools) – Indicating how you plan to use your subscription. Use the following link;

#### New actions for this week

1. **Head Teacher Appraisal date and info** (Trust Schools) – complete the online form to help planning for your appraisal;

### New Updates (since last bulletin)

#### Parking for Heads' meeting(am) and Senior Leaders' meeting(pm) – Tue 27<sup>th</sup> June

For both the Heads' meeting and Senior Leaders' meeting at St Mary's, Alex has arranged that parking is available in the Thorncliffe leisure centre car park opposite school.

#### Heads' Meeting – School Improvement Planning Meeting

The meeting on 27<sup>th</sup> June will follow up the meeting we had on 13<sup>th</sup> June. Fiona, John and I will share the draft school improvement priorities for the Trust. There will then be an opportunity for you to reflect on how these priorities relate to your school planning and share comments or questions.

As with the last meeting, this is most directly relevant for schools already in the Trust as it is part of our common way of working. However, colleagues from other schools in the family are welcome as always. Looking forward to seeing you all there.

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### Senior Leaders' Meeting

Please do support your Deputy and/or other senior leaders to attend this networking meeting on Tuesday. It will begin with developmental input on the Headteachers' standards in practice, with this session being led by Alex Healy. I had lots of great feedback from colleagues who appreciated the session that Sean Pender led at the last Senior Leaders.

These meetings also provide a good opportunity for practice sharing, making contacts and addressing current leadership issues.

### Heads' Appraisal 2023-24 (Schools in the Trust)

I have summarised below how I will be involved in Head Teacher appraisal this coming year. I have also attached brief notes for future reference with this summary and also an outline of my role, the role of the independent advisor and the role of governors.

#### Process

- Head to agree with governors an independent advisor to support your appraisal – this is part of the Trust policy
- Set a date (or dates) for the independent advisor to meet with you and for the governors' appraisal panel
- CEO will attend the governors' appraisal panel meeting
- Once all appraisals have been completed, to ensure fairness and consistency, CEO will write a letter confirming objectives and, where relevant, pay progression decisions. Governors will have an opportunity to contribute to the letter

To help with planning I have attached a link (in the actions section) to a really quick MS form where you can let me know if you've already set a date for your appraisal meeting with governors. The form also asks if you have and are happy with your external advisor.

If you haven't set a date yet, Anita will be in touch to liaise with you, once I have put in my diary the dates that are already set.

If you don't have an independent advisor that you are happy with, I will be in touch. It is helpful for me to see how many (if any) schools this affects first as that will inform my planning.

### Strike Days – 5<sup>th</sup> & 7<sup>th</sup> July

First, a reminder to schools in the Trust to let me know your plans for the strike days. The best way to do this is to share with me your letter to parents before you send it. I need to know both to fulfil the Directors' obligations to have oversight and more practically, so that I can answer when you ask what others are doing!

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It would be helpful to know how the strikes are affecting any end of term activities, particularly where it would be helpful for us to coordinate how we manage things. If a conversation between all or some of us would be helpful, I will organise a quick remote meeting.

As always, if it is helpful to talk through plans, don't hesitate to give me a call or drop me an email.

### Reminders – things still outstanding

Thanks to all schools who have already responded to these points. If you haven't had time to respond yet, please do get to them as soon as possible. Each action should take only a few minutes to tick off and having a complete picture allows us to move on with planning for everyone.

**Mass planning meeting (26<sup>th</sup> June – 3.30-4.30pm)** – Please let Anita know if someone from your school can attend an initial planning meeting where I can share plans to date for our first Trust Mass which is happening in October. I will be looking for feedback and input and will be asking for volunteers to help take the planning forward. If you have someone who can act as a representative for your school but can't make the meeting, please let Anita know who this person is.

**Director of School Improvement meetings booking** – A reminder to log onto the Microsoft form (link above) to book in your meeting slot with Fiona and John in the Autumn term.

**Learn Sheffield** – There are 4 schools who have not completed the MS form about use of Learn Sheffield subscription (link in the Actions section above). If that is you, please do get on as soon as possible to complete this. The form should take 5 minutes. It will give me an overview across the Trust which will allow me to meet with Stephen Betts to look at how we can address needs in the way that makes the most efficient use of the resource we're paying for. I can then answer more clearly questions you will have about who is doing what.

## Notices

### Spaces available on RWI INSET at St Mary's High Green

St Mary's have spaces available on their RWI inset day on 4<sup>th</sup> September at a cost of £50. If anyone is interested in taking up a place, please get in touch with Alex Healy or drop an email to Steve.

## Items from previous bulletins for reference

### Trust recruitment update

We have now advertised for the next round of central trust roles, so please do highlight these with any colleagues or members of the wider community who you think may be interested. The roles that we are recruiting are:

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- Procurement and contracts officer
- HR Manager
- Financial Accountant/Finance Manager
- Finance Officer
- Finance Assistant

These roles have been advertised on the vacancies section of the Trust website, so please do encourage anyone who is interested to look there. We will also send alerts about advertised roles via our Twitter account, so again, if you know of people who are interested, they can follow us on Twitter @stclarecmat

### Staff interested in serving on another school's governing body/LAC

I would be grateful if you would ask staff in your school if any of them are interested in being a governor at another school in our family or more widely in the Diocese.

We do have colleagues in our schools who are already part of governing bodies on other schools and their knowledge and service makes a massive difference. I know directly from some of those colleagues how it is also strengthening their understanding of governance and giving them a wider picture which really helps them professionally, particularly when considering leadership roles. For many of those colleagues, it was someone in their school asking them that was the prompt to put themselves forward to be a governor.

To be clear for schools in the Trust, while you cannot be a governor of a school in which you work under the scheme of delegation (and NGA guidance), you can serve as a governor in a different school even if it is in the trust.

I would therefore be grateful if you can promote this with staff in your school and let me know if anyone is interested in exploring this further.