

## Head Teachers' Bulletin – 30<sup>th</sup> June

### Actions from this Bulletin

Actions from previous bulletins (Still a couple of schools outstanding)

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
2. **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)

#### Trust Mass - Plans to date

Thank you to everyone who was able to attend the planning meeting on Monday, or who sent a representative.

I have attached working plans for the Mass with the bulletin. Bernie Healy (All Saints), Suzanne Gomes (Notre Dame) and Bernie Twomey (St Marie's) have kindly volunteered to help with the planning and we will be meeting when Bernie and Suzanne return from Lourdes. If you have anyone in school who is keen to help with planning and organising the mass and activity back in schools, please do let me know.

We will get updated plans out to you before the end of term.

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

Thanks to everyone who has responded to the MS form already. Please do so ASAP if you haven't (link above). The form is to help me to plan.

On a related topic, I have had a couple of questions recently about approval for teacher pay decisions and the role of governors. Under the Trust policy and scheme of delegation, governors of schools in the Trust must appoint a headteachers' appraisal panel. That panel is responsible for:

- Conducting Head Teacher appraisal (I will be at that meeting and governors will need an independent advisor)
- Making a recommendation on Head Teacher pay for Heads not at the top of the scale – I am the approver for this recommendation
- Reviewing and approving the Head's recommendations for pay progression for senior leaders
- Reviewing any other pay recommendations from the head teacher relevant to the school\*

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\* The Head can appoint a senior leader to be the recommender for UPS pay decisions and the appraiser is the person responsible for pay progression recommendations for main scale teachers. In this case, the Head is then the person responsible for reviewing and approving these recommendations and nothing further needs to go to governors. However, if the head is the person making the recommendations for pay progression for UPS staff and/or where the head is the appraiser for other teachers, then these recommendations have to go to the head teachers' appraisal panel for review and approval.

There is no other need for governor or Trust approval of pay decisions outside of the steps listed above.

I will include a summary of this in the updated governance schedule for the year ahead.

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

Thanks to everyone who has already been in touch. Similar pattern to previous days and disruption to end of term events looks well managed.

If you haven't let me know plans (schools in Trust) please do so ASAP. The best way to do this is to share with me your letter to parents before you send it.

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

## Notices

### 'Ahead Partnership' seeking a Head Teacher for non Executive Director Role

Matt Davis (vice chair of directors) shared the link below to an advert for a Non Executive Director role for 'Ahead Partnership'.

They're a "purpose led" business based in Leeds that work with employers to improve opportunities for young people facing barriers to enter the workforce. It involves a quarterly board meeting commitment, with £3k remuneration plus any incurred expenses.

Of the roles they're looking to fill, they're specifically looking for a current Head Teacher. Matt wondered if this might be of interest to any of the Heads in the St Clare's family?

It could be a good way to get broader executive and strategic experience at relatively low time cost.

The link below takes you to the advert if you are interested.

<https://www.aheadpartnership.org.uk/seecmsfile/?id=199>

### 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

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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:

- 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.