

## Head Teachers' Bulletin – 14<sup>th</sup> July

### Actions from this Bulletin

New actions for this week

**Head Teacher Appraisal Dates** – Please respond as soon as possible to Anita's email seeking your preferred Appraisal date(s)

**Local Academy Committee meeting dates** – Please send Anita the dates that your Local Academy Committee has set for meetings next academic year.

### New Updates (since last bulletin)

#### Teachers' Pay Decision

As I am writing the Bulletin it has just been announced that the government are offering teachers a 6.5% pay increase with some additional funding to schools.

This has an impact on the budget for next year and the future forecasts. Adnan will be sending a message to Business Managers which will say that they should not amend anything on their submitted budgets. He will be able to amend the budgets centrally once we have the detail about this decision. We will let you know when you are able to see the amended budget.

#### Heads' Report and School Improvement Plan Document

I have attached copies of the Head Teachers' Report for the Autumn Term and the School Improvement Plan. Thank you to Liz, Fiona John and Anita for their work on these documents.

The Heads' report (primary and secondary version) are for use by schools in the Trust for your Autumn Term report to Governors. Schools who are not yet in the Trust are of course free to use the format if you wish. As noted in the Heads' Forum, we won't be in a position to 'pre-populate' the data tables in the report in time for the Autumn term, though we expect to be able to do this by the Spring Term. However, sending your report to Anita will cover all of the data requests for the Trust board for the term, so it is a case of completing it in one place for more than one purpose.

The School Improvement Plan includes the document to complete your plan on, along with some guidance and information about Trust priorities, so that all of this is together in one place. If you have already completed your Improvement Plan for next year on the format that I had shared before, there is no need to copy it across to the version attached with the bulletin.

We will be keen to take feedback on how the formats were to use and how they worked with governors during the course of the Autumn term.

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### SATs

If it would be helpful to talk through SATs results before the end of term, please do drop me an email. I am not expecting a conversation, only if it would be helpful to you.

There is a space for filling in SATs and national assessment data in the Head Teachers' report and the deadline for submitting this to the Trust is not until 22<sup>nd</sup> September, which as noted above you can do by sending your completed Head Teachers' report to me. I would of course be happy to receive a copy of results earlier if they are ready and easy to share, but don't duplicate work.

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

Thank you to everyone who has already sent their dates for appraisal.

I just want to highlight that, under the Trust Pay Policy, the Head's Appraisal panel is also responsible for approving pay recommendations made by the Head. This includes recommendations for teachers on the leadership spine and any other teachers whose appraisal you do. The deadline for pay decisions for teachers is 31<sup>st</sup> October.

This means, if you have your appraisal meeting before 31<sup>st</sup> Oct, the panel can cover your appraisal and the approval of pay recommendations in the same meeting. If your appraisal is after 31<sup>st</sup> Oct, then you will need either to schedule an additional meeting with the panel or agree with them that the panel will receive and approve recommendations electronically. If the panel are reviewing recommendations electronically, this decision should be agreed and minuted at a Local Academy Committee meeting.

Just for clarity, under the pay policy, for teachers (other than those on the leadership spine) who are not line managed by the head, the line manager makes the pay progression recommendation, and the head is the approver. This does not need to go to anyone else.

### End of term social

Thanks to everyone who has responded to my message about a get together next week. We will be meeting on Wednesday (19<sup>th</sup> July) at 7.30pm – Venue TBC.

I will send round a venue to everyone, whether you have replied or not, so that you can join us if you are able to on the night.

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### Notices

#### Strong Catholic ECT looking for work in Sheffield.

Last week St Joseph's Handsworth ran a recruitment process and had a very strong field and could easily have taken 4 of the candidates. One of those candidates really stood out. He is an ECT, having just graduated from Leeds Trinity with a 2:1 He is Catholic and keen to work in Sheffield Catholic schools.

Debbie shared this to share more widely in case anyone knows that they may have a vacancy coming up. Please get in touch with Steve or Debbie if you would like to make contact with this candidate.

### Items from previous bulletins for reference

#### School Improvement Visits – John and Fiona

Many thanks for your responses to booking visits for the Autumn term. The confirmed dates are as follows.

- Tues 12th September St John Fisher
- Thurs 14th September St Mary's High Green
- Tues 26th September St Thomas of Canterbury
- Thurs 28th September Holy Rood
- Thurs 5th October Sacred Heart
- Thurs 19th October St Joseph's Rawmarsh (time tbc)
- Tues 31st October All Saints
- Thurs 2nd November St Alban's
- Tues 7th November St Marie's
- Thurs 16th November St Thomas More
- Tues 21<sup>st</sup> November Emmaus

All visits are morning visits, 9-12. Further details will be circulated at the start of the autumn term.

#### Governance schedule and dates for governors' meetings

It has been updated to reflect things we've learned this year and, in particular, to work with the Trust Head Teachers' report format. Please note the strong recommendation that you schedule a Local Academy Trust meeting in the second or third week of each term, where the main focus will be on review of the previous term. This will tie in with the Heads' report format and the reporting schedule to the Trust, so hopefully will simplify things and cover multiple jobs with one meeting.

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Please let Anita know the dates you have scheduled for Local Academy Committee meetings for the year ahead. This will help our planning and we will also share these dates with Learn Sheffield for schools who use their clerking service.

On a related note, next week I expect to be able to share an updated format for the Trust Improvement Plan and the promised common format for Head Teacher reports. These will be the formats we use next year. My thanks to Fiona, Liz and John for their work on these.

### Appeal for a KS1 moderator (or someone willing and able to help)

In preparation for writing moderation work in February 2024, we are looking for anyone across the family of schools who is a trained KS1 writing moderator, or from anybody who has expertise in KS1 writing who would be willing to assist the team of colleagues who are supporting moderation.

Please let me (Steve) know if you can recommend someone from your school and I will make contact.

While on this subject, I want to thank Claire Round, Lauren McKay and Emma Sefton who worked with others to run moderation this year and who continue to work with me to develop plans for follow up to the things that emerged from the moderation, in particular the common issue seen in lower levels of development of children at Early Years and the knock on to the rest of the curriculum. There are some exciting plans developing which I hope to share before the end of term.