

Head Teachers' Bulletin – 8th September

Dates for the diary in the first few weeks back

Heads' and Chairs' Evening – Wed 13th September 7pm

DSLs network meeting – Thus 14th September 12-4pm at the Pastoral Centre

Deadline for Local Academy Committee Reports and Data– Monday 25th September

Heads' Forum – Tue 3rd Oct 9.30-11.00 at the Pastoral Centre

Subject Leaders' Network Meetings – Wed 11th Oct

Actions from this Bulletin

Reminders where we have not had responses from everyone

I have listed below the various things that we have asked for at the start of term. We have responses to most of them from most of you, so hopefully you can quickly check off everything. If you haven't responded and are struggling with anything, please drop us a line so that we can get in touch to work out how we can help:

- Dates for LAC meetings
- Updates on RAAC (not all schools – only those we have written to)
- Confirmation of dates/times for Heads' Appraisal
- Attendance at Heads' and Chairs' Evening
- Attendance and travel for the Heads' Conference

New Actions from this Bulletin

- Reminder to return your LAC report and Heads' Report by Monday 25th Sept
- Complete the MS form for the subject leaders' network meeting – deadline Mon 18th Sept;
<https://forms.office.com/e/6KNvVWWQKb>

New Updates (since last bulletin)

Subject Leaders' Network Meetings – Wed 11th Oct

Wed 11th Oct is the date that we agreed for a common staff meeting across primary schools, so that we can run virtual subject leader meetings.

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As a reminder, we will be running virtual meetings for subject leaders to join on that evening. The meetings will be half an hour in length and will then be repeated so that colleagues who lead more than one subject can attend network meetings for at least two subjects they lead.

John, Fiona and I are planning this work and need details about who will be attending what. We also want to take this as an opportunity to draw in any colleagues with particular expertise in a subject area who would be interested in helping to facilitate a network meeting.

We have put together the Microsoft form (link below) to gather the information that we need. Thank you in advance for completing the form.

<https://forms.office.com/e/6KNvvWWQKb>

Heads' Conference

As I write this bulletin I have just finished a really good planning meeting with David Wells who will be leading us on the first day of our Heads' conference. I am already really looking forward to it.

Anita has been in touch to check in if you are coming and your plans round travel. Thanks to everyone who has already responded. If you haven't responded yet, please do so as soon as you can, even if it is to let us know you aren't able to join us.

Heads' & Chairs' Evening – Wed 13th Sept

Thanks for your responses about attendance at the Heads' and Chairs' meeting, It is looking like a good turnout. We are now planning that anyone we haven't heard from is not coming, so if you do intend to come but haven't let us know yet, please do get in touch as soon as possible.

Looking forward to seeing everyone.

Deadline for Local Academy Committee Reports and Data – Monday 25th Sept

This date is modified from the original calendar publication, to tie in with the common format for the Heads' Report. We have recommended that Local Academy Committees meet in the second or third week of the term and that the report for the Trust Board is agreed as part of the minutes for the meeting. All of the data needed by the Trust for the term is covered in the Heads' Report, so you will submit the data required by sharing your Heads' report with Anita.

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We are working to a tight turnaround to process all of this ready for the Standards and Catholic Christian Life Committee in October, so I really appreciate your efforts to hit the deadline. If you know you are going to have any problems with getting the reports to us, please get in touch ASAP so that we can come up with a plan together.

Trust Mass – 19th Oct

I am meeting with the planning team on Monday 11th Sept after which I will send out updated information about the Trust Mass, including an MS form where we are asking for information about who is coming. This will be with you early next week.

RAAC

Thank you to everyone who has carried out further checks and responded to us with updates. We are updating the portal with your information today.

If you are one of the schools we asked for further information from and you haven't been back to Anita yet, please do get in touch as soon as you can. If you are having any difficulty with the request, please let us know so that we can plan with you.

We are in the process of commissioning condition improvement surveys for all schools in the Trust and we will priorities any schools where there are areas where they haven't been able to fully check for RAAC.

Statutory Audit Work – with Business Managers

Adnan and our finance team are currently busy with concluding the academy financial year and preparing for the statutory audit.

You are likely aware that they have already been in touch requesting information from Business Managers. There will be requests over the next couple of months to ensure that all elements needed for audit are in place. For the majority of schools in the Trust who were Single Academy Trusts, the reports and information requested should be familiar from your audits in the past.

I flag this up so you are aware that Business Managers will be involved with this work and to thank you in advance for timely responses. As always, if there are any challenges, please let us know as soon as possible and work with us to resolve them, so that the finance team know where we are with the work.

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Items from last week's Bulletin for information

Christmas Fundraising Request – Bethlehem Care and Hospice Trust

I know we are only just starting term and you might shudder to think about Christmas, but I wanted to flag up a request I have had for our family of schools to consider supporting a charity that is based locally and for whom Bishop Ralph is a patron.

The Bethlehem Care and Hospice Trust are raising money to support a Hospice at Home service in Bethlehem. I understand that some of you have supported this charity in the past.

They are suggesting a non-uniform day and a Festival of Cribs in schools to help raise funds and awareness about life in Bethlehem and the surrounding areas today. I will have more information soon, but I flag it up now as it would be helpful to have a sense of whether this is something you feel you would be able to support in your schools this term.