

## Head Teachers' Bulletin – 22<sup>nd</sup> December

### Dates for the diary

Key dates for next term:

- 8th Jan – School Improvement Capacity Self Categorisation forms sent
- 18<sup>th</sup> Jan – DSL Network Meeting (online)
- 22nd Jan – School Improvement Capacity Self Categorisation deadline
- 30th Jan – Heads' Forum – SEND + School Improvement Capacity
- 7th Feb – Subject Leaders' Meetings
- 8th Feb – F2/Y1/Y2 writing moderation
- **20<sup>th</sup> Feb – Additional Heads' meeting (EYFS and Maths support) 9.30-11.30**
- 22nd Feb – Y3/Y4 writing moderation
- 7th Mar – Y5/Y6 writing moderation

### Actions from previous Bulletin

- Complete your focus group meetings to follow up the SEND and Inclusion surveys **by Monday 12<sup>th</sup> Jan**

### New Updates (since last bulletin)

#### Additional diary date

Please note in the dates above that I have added an additional Heads' meeting on Tue 20<sup>th</sup> Feb, 9.30-11.30 in the Pastoral Centre (followed by time to stay on for lunch if you can).

There are some developments in work across EYFS, Maths and Writing that we want to be able to share and discuss with you and the time in the January Forum is already fully accounted for.

#### Recruitment in the new year

This is a notice to primary schools in the Trust, that we have signed up to a heavily discounted contract for unlimited advertising in the TES for the next 12 months for all primary schools in the Trust. We will also be able to track the engagement with adverts we place which will help us to make decisions longer term about where we advertise different roles.

If you are recruiting in the new year, please make sure that we post an advert in the TES as it will cost us nothing extra to do so.

#### Thank you

Finally for this Bulletin, I just want to thank you all for your work over this term. Nobody but you and God will ever fully know the things you carry and the impact you make day in day out for

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children and families. However, I am privileged to see more of that than many and so on behalf of those who don't see it all, thank you.

Thank you too for your support, enthusiasm and drive in helping to build and establish our Trust. I do not take for granted the quality of relationships, the moral purpose and the goodness of the people I work with and so again, I thank you.

I hope that you have a really blessed time over Christmas and that the celebration of the coming of Christ brings you joy and hope. I give the last word to Kev Smith, who sent the following message to share with you all...

Dear friends

In what is the busiest week of the year for most of our schools, I wanted to pause and thank you all for all you have done this year.

2023 started with all of us learning what it means to form a Trust with plenty of ups and downs on the way. But the end of the year finds us in a much better place and with a real feeling of momentum which has built through the term.

The Heads conference and the recent Chairs' Forum are evidence of the energy our school leaders are putting into their own schools and our joint work. Some great inspection reports over this term have been welcome reminders of the good work we are all engaged in.

Advent is a time for thinking about our future destiny and reflecting on our origins. As we approach the Christmas feast we are reminded to stay awake and be ready - sadly all too familiar for those schools in the OFSTED window. But all of us can reflect on our contribution this year and see that we have used our talents for the good of our school communities.

I want to thank all our Chairs. They have worked tirelessly in support of our heads and staff to keep our schools firmly in their community.

I want to thank our Heads. So much of your time is on those things that no one else can sort- and not enough on the best bits of school life. I hope life in the Trust is giving you more time to be the Head you want to be.

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Through you, I offer thanks to our local governors and staff who work so hard at this time of year marking our great feast. I hope you will have great memories from the Nativity plays and Carol services this year.

From all the Board and Members of St Clare Trust, I wish you and your families joy this Christmas and hope you all get a well deserved rest over the coming weeks. I hope 2024 will see our Trust grow in love and continue to honour our patron St Clare.

Merry Christmas and a Happy New Year to you all

Kev

### Notices

Kevan Grady asked me to share the latest copy of the Hallam Bridge, which is the online replacement of Hallam news. I have attached a copy with the bulletin.

### Items from previous bulletins for reference

#### School Experiences and Internships

Our SCITT has asked us to help their ongoing recruitment by sharing the Twitter link below which invites people to arrange a school experience day at Notre Dame or St Catherine's before Christmas. It also has details about how to apply for the paid internships this summer for maths, physics, chemistry, MFL and computer science (£900 for 3 weeks experience in one of our partner schools this June/July)

<https://x.com/SheffieldSCITT/status/1722266622533284225?s=20>

#### Heads' Forum

I have noted below the main actions and information following from our additional Heads' Forum this week.

#### SEND Theory of Change:

Anita has been sending out the results from the surveys so that you can use them to identify focus groups for the next stage. As I write, she has already sent out the pupil and parent results and is just finishing the staff results.

**We agreed that we would complete our focus group discussions by the end of the first week back in January (so by 12<sup>th</sup> Jan)** so that Fiona and Nick have time to look at the outcome of those discussions before our Heads' Forum.

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### Headteacher Report and MATPad:

Thank you for your input on these at the Heads forum this week. Further to our discussion please find attached the WAGOLL Headteacher report that we reviewed at the forum, and also a copy of the spreadsheet that you will need to complete with the non-MIS data for your school.

Having met again with MATPad, I can confirm the following timelines. Hopefully this will help with your planning.

During the week beginning 11th December Anita will circulate a link to your school's live version of the data capture spreadsheet that you can start populating when you are ready to do so (although remember that the data should capture the entirety of the autumn term). This link can be shared more widely. This means that you can delegate completion of parts of the spreadsheet to other members of your team. It is important that when Anita sends you this link that you don't try to do anything like rename the file/move or save it elsewhere, as this will prevent MATPad being able to read it.

Once you have populated the spreadsheet, please let Anita know. Anita will then alert MATPad. Unlike your MIS data which will be read 'live' by MATPad, please allow 48 hours for the information in the spreadsheet to be read across to MATPad. This can be done anytime from 20th December (any earlier and the data is unlikely to be capturing the entirety of the autumn term). Hopefully this time frame allays any concerns about time to complete different aspects.

We will ensure you have a link to the MATPad platform before you return to school on the 8th Jan in order that you can complete the commentary sections. There will also be a video recording available by the same date showing how to access the commentary sections within MATPad, also by the 8th January.

It is possible that MATPad will need to contact schools during w/b 11th Dec or w/b 18th Dec to ask you to update Wonde settings. This is apparently a 30 second job, but if you need any assistance with this, Steve Bunting is able to support.

Many thanks for your ongoing support with this.

### Link to new form to use when requesting recruitment:

As noted during the Forum, we have a new form to use to request approval for recruitment. This is to try to avoid back and forth email discussions by making sure we have the information needed. The form is available through the link below. Please use this for any requests from Monday 11<sup>th</sup> Dec.

As noted, this measure is in place for the moment, to help Adnan, Alison and I to get a picture of recruitment across the Trust and also to give us the opportunity to highlight opportunities to cover roles differently through our work together.

<https://forms.office.com/e/UZ6X2aD8tL>



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