

Head Teachers' Bulletin – 26th April

Dates for the diary

- 1st May – EYFS workshop – Focus on Home Visits – 12-4
- 1st May – Senior Leaders' Meeting 1.30 – 3.00pm @ Pastoral Centre
- 7th May – Heads' Forum 8.30-12.30 @ Pastoral Centre
- 21st May – Governor Training Event 6.00-7.30pm @ Pastoral Centre
- 24th May – EYFS Workshop – Curriculum Overviews – 12-4
- 24th May – Deadline for Headteacher reports on Spring Term
- 7th June – EYFS Workshop – Assessment – 12-4
- 13th June - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 20th June – EYFS Workshop – Characteristics of effective learning – 12-4
- 5th July – EYFS Workshop – Lesson Observations – 12-3
- 11th July - Admissions Meeting 9.30-11.30 @ Pastoral Centre

Actions from Bulletin

- Schools in the Trust – complete the [Microsoft Form](#) for the Governor Training event as soon as possible. Many thanks to everyone who has already done this.

New Updates (since last bulletin)

Leadership development session

Thank you to everyone who was able to attend the leadership development session on Tuesday. It was great to see such a strong turnout and I hope that the morning was helpful to everyone. The feedback directly after the session was certainly positive from everyone I was able to speak to.

The slides have been sent along with this bulletin, and I want to remind you to book in some time soon (if you've not already done it) to reflect and plan for the things that you are going to do to improve the quality of conversations with staff in school. I certainly reflected how easy it is to take a conversation I was going to have anyway and just make it more powerful with some of the simple tools that Jes shared.

Writing Fundamentals – change of date

It was pointed out that the Writing Fundamentals Session planned for 11th June would clash with Y1 phonics screening. We are looking for an alternative date and will communicate this as soon as it is sorted.

School Improvement Strategy

As I noted in the leadership development session, Fiona, John and I have continued to work on articulation of our school improvement strategy, building on the work you did in the conference and in Forums.

Please find attached with this bulletin a first draft of the strategy document. We will be unpacking this with you at the next Forum on 7th May and will publish a final version shortly after that meeting. The final version will take into account your feedback during the Forum plus feedback from other partners. We intend to

Head Teachers' Bulletin – 26th April

include images from our Trust in that final document as well, so many thanks to those who have already responded to Anita's request to share images from your school that we can use.

No more LAC reports to the Trust Board

The Trust Board has agreed with a recommendation that, with immediate effect, Local Academy Committees no longer need to send a report to the Trust board.

The Directors had previously reduced the requirement from termly to annual, but have subsequently dropped the requirement altogether. This was discussed at the Chairs' Forum just before the Easter break and was confirmed in minutes to chairs. I am just making sure that you are also aware of this decision.

In short, as we have developed the Heads' Report common format and the summary reporting for the board through MATPad, the LAC report is duplicating information that is shared elsewhere.

Directors do want to make it clear that this does not mean that governors cannot communicate with Directors. To help with this, the revised template agendas that we will share in the training later this term now include a standing item for governors to consider if there is anything arising from the meeting that needs to be brought to the attention of Directors.

SEND Network Group

Fiona would like to set up a SEND network group for all of our SENCOs and other staff who are taking a lead SEND or Inclusion role; this could be assistant SENCOs, Lead Pastoral Staff or Learning Mentors. It will be a group for those who lead on SEND, and as a result of our work we may well start to plan training and events for other SEND staff. We will start by sharing the expertise and information that already exists in our schools. Please complete the form [here](#) with your staff details.

EYFS CPD opportunities

Further to the EYFS action plan shared in recent bulletins (attached again for convenience) please complete the short form [HERE](#) to book your staff onto the CPD events. All are at St Catherine's school, S4 7BX.

Cracking your community's culture - a primary and secondary perspective

Fiona has shared the information below from Evelyn Priestley at Learn Sheffield. Trust schools (Sheffield and non-Sheffield) can attend this event for no charge.

At the Trauma Informed mini event on 1 March we said we would do a second mini event and we are now able to share the details with you - Cracking your community's culture - a primary and secondary perspective.

Part two explores how schools have engaged all staff and parents to develop a culture within their school community. The focus is on developing school culture through trauma informed practices.

Head Teachers' Bulletin – 26th April

This event is taking place on Friday 21 June, 9.00 – 11.30am at St Catherine's Primary School, S4 7BX and is free to attend for all Sheffield schools. It is aimed at practitioners and leaders so please share these details with your colleagues.

To book a place, please follow this link: <https://www.eventbrite.co.uk/e/cracking-your-communitys-culture-a-primary-and-secondary-perspective-tickets-888298764517>

Items from previous bulletin for reference

Governance training – 21st May

As noted in the last bulletin, if you are a school in the Trust, you and your chair will have received an invitation to the Governance training event on 21st May, along with an MS form with some questions to help us to plan.

The form should not take long to complete. One of the questions will be asking who is able to attend from your school. If you know that you are going to have any problems with that date (clashes with school events, etc), please do let Anita know ASAP so we can plan accordingly.

A suggestion was made at the Designated Safeguarding Leads network that it may be useful for your safeguarding governor to meet others in the Trust with the same role. If this is of interest to your safeguarding governor, please share their name and contact details with Anita so that we can set a meeting up.

Apprenticeship Levy Form

You are likely aware that, as a Trust, we pay the apprenticeship levy and have access to the pot of money it generates to pay for apprenticeship programmes for new or existing members of staff.

Just to be clear, this money does not cover salaries of apprentices or of existing staff who are following funded programmes, but it can be used to cover the costs of the programmes themselves.

From time to time I and other colleagues get enquiries about training and professional development for individual members of staff that might be funded through the levy. To make sure that we capture and consider these requests in a joined-up way, we have introduced a form for enquiring about training programmes to be funded this way.

The request form is available through this link.

Please share this with colleagues in school, particularly those who line manage others, so that they have a way to raise requests for use of the levy where it may be relevant. Anita has already shared this directly with Business Managers.

Adnan, Alison and I will review this on a monthly basis. If the number of demands are well within the available funding and the training is eligible, we will look to support them. Where we are finding that there is more demand than there is money, we will allocate on a priority basis. In the first instance, this will prioritise development that is linked to statutory need (safeguarding, health and safety, other forms of compliance) or that which is recommended as part of agreed professional development for someone's job (e.g. professional qualifications which are essential or desirable for the role).

Head Teachers' Bulletin – 26th April

Headteacher Reports

A reminder that the deadline for completion of these is Friday 24th May. Please remember to let Anita know when your spreadsheet is complete, so the data can be uploaded to MATPad. If you need any support/reminders or have any questions in relation to the process please let John know jcoats@notredame-high.co.uk