

Head Teachers' Bulletin – 3rd May

Dates for the diary

- 7th May – Heads' Forum 8.30-12.30 @ Pastoral Centre
- 21st May – Governor Training Event 6.00-7.30pm @ Pastoral Centre
- 23rd May – Trauma Informed Transition Training 9-11 @ Pastoral Centre
- 24th May – EYFS Workshop – Curriculum Overviews – 12-4 @ St Catherine's
- 24th May – Deadline for Headteacher reports on Spring Term
- 4th June – Writing Fundamentals 9.15-12 @ St Catherine's
- 7th June – EYFS Workshop – Assessment – 12-4 @ St Catherine's
- 13th June - Admissions Meeting 9.30-11.30 @ Pastoral Centre
- 20th June – EYFS Workshop – Characteristics of effective learning – 12-4 @ St Catherine's
- 5th July – EYFS Workshop – Lesson Observations – 12-3 @ St Catherine's
- 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.
- Confirm lockdown plans in email to Anita

New Updates (since last bulletin)

Lockdown Procedures

In the light of the incidents in Wales last week and in Birley school in Sheffield this week, I know lockdown and response to these sorts of incidents are on many people's minds.

With that in mind, please can you drop a quick email to Anita to confirm that you have plans in place for evacuation and lockdown to respond to this kind of critical incident.

This is an area we will do some work on to share practice and develop Trust guidance and support through the DSLs network. For now, if you think you need rapid support on this (i.e. you don't have a plan in place in which you are confident), please include this in your response to Anita, or just give me a call.

Heads' Forum – Tue 7th May 8.30-12.30 @ Pastoral Centre

At Heads' Forum next week we have two items on the agenda:

1. Post Incident Learning (30mins)
2. Review of School Improvement Strategy

The main business will be taking your feedback on the school improvement strategy, which will inform the finalised version & which will feed into planning for next year. We will have questions for you to consider

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and as always, will welcome your thoughts and feedback – this needs to be a shared strategy that is making use of our shared resource in a way that makes the right difference.

As part of this work, we want to tie down which schools will be hosting which curriculum immersion days next year. As you recall, this is one of the outcomes of the subject leader network meetings earlier in the year, where we plan to offer a programme of immersion days in each of the curriculum areas across the year, with each day (or half day) hosted by a school in the Trust (including associate member schools).

Please come to the meeting ready to offer the subject(s) that your school would be well placed to offer. Think particularly about your strongest subject leads, particularly those who may benefit from the development that would come through hosting such an activity.

Financial Planning Assumptions

Some of the assumptions have been revised (see documents attached with the bulletin). These will be factored into the IMP software centrally and School Business Managers have been briefed.

Trauma Informed Transition Training, led by Emma Lear

Thursday 23rd May 9 – 11am, Diocese of Hallam Pastoral Centre, S9 3WU

Transition can be a challenging time for our children, as they navigate some big emotions around what they are leaving behind and what lies ahead. As adults, we can find transition time difficult too! This session will look at how this time of year can be traumatic and why we need to approach it in a trauma informed way, and will share some ideas that might help you back in school.

For any teachers, teaching assistants or learning mentors. Please book places [here](#)

Writing Fundamentals – change of date

Following the meetings in March with heads, senior leaders and literacy leads from Trust schools, it was agreed that the next step would be to meet with KS1 colleagues to develop a shared approach to the fundamentals of writing in Y1 and Y2. This has now been arranged for 4th June. More information about this session, and a [link](#) to book has been sent as an attachment with this bulletin. Staff who had booked on to the original date have been emailed.

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.

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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.

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.

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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).

Summer term Headteacher Report (reporting on the Spring Term)

A reminder that the final submission date for this is Friday 24th May.

You should all have received the link to your spreadsheet of data to be populated. If not, can you please let Anita know. This needs to be completed and uploaded to MATPAd (along with your School Priorities document that contains your term 2 evaluation of progress against your school priorities) **before** you run your final report. Once your spreadsheet is completed, please let Anita know and send your School Priorities document to her. She will arrange for these to be uploaded to MATPAd.

MATPAd is now allowing you to submit responses in the '**Question and Answer**' section to populate your report.

The '**Reports and Dashboards**' section of MATPAd will now also allow you to run your actual report.

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A reminder too that the 'Reports and Dashboard' section of MATPad will also now allow you to be curious about your own and Trust-wide data.

Any questions at all (or if you need a quick demo to revisit using MATPad) please just let me know and I can do a quick Teams with you to help with any troubleshooting. Thanks John jcoats@notredame-high.co.uk