

Head Teachers' Bulletin – 27th September

Upcoming Events

1st Oct	Writing Fundamentals @ St Catherine's
3 rd Oct	DSLs Network - 12.30-3.30 @ Pastoral Centre
14 th Oct	SEND Network Meeting
16 th Oct	Maths Subject Immersion @ Holy Rood
17 th Oct	Trust Mass – 10am @ St Marie's Cathedral
7 th & 8 th Nov	Heads' Conference

Actions

Declaration of Business, Pecuniary and Non-Pecuniary Interests – Please note the information about update guidance on Governor Hub - declarations need to be updated by Heads and Local Academy Committee members using the declarations section on your profile on Governor Hub.

New Updates (since last bulletin)

Heads Conference

As promised at the Heads' Conference, please find attached slides used at the meeting and a template you can use for appraisal meetings, based on the materials in the slides. The main follow up from the meeting is to use the high-performance triangle questions and the linked approach to goal setting as the format for your appraisal meetings with teachers this half term. Remember that pay progression is assumed (where relevant) and so you are free to focus on this being a really high quality conversation, which helps teachers to identify and set really impactful objectives with you. We will use our experience of this approach to feed into our revised appraisal policy in time for this time next year.

Senior Leaders' Meeting

It was great to have such a full room of senior leaders on Wednesday. We discussed and agreed with senior leaders how this group will work over the remainder of the year – in response to school improvement visits and feedback from headteachers. This work of this group for the coming year will consist of input from us on three sessions, to support their development them as leaders – and three sessions allocated to task and finish workshops. The workshops will be focussed on:

Bringing together, reviewing and updating induction and training materials around Catholic Life and the purpose of Catholic education, so that we ensure that all new staff to the Trust (whatever career stage) experience the best of what we can offer around induction.

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Bringing together and sharing approaches to pupil and parent voice so that effective practice is shared and to support schools in planning strategic approaches to stakeholder voice. Please complete the brief office form [here](#) so that we know which of the task and finish workshops you would be most interested in joining (either because you have particular expertise to offer or are interested in this area).

Upcoming dates:

26th Nov Task and finish workshop

22nd Jan Curriculum questions

11th Mar Task and finish workshop

30th Apr SEND and child development

2nd Jul Task and finish workshop

9th Sept Interpreting KS2 data reports

MATPad & Heads' Reports

Thank you for your work in completing the headteacher reports. We know that the turnaround time for this first report is the most challenging of all three so thank you for meeting this deadline. We have been continuing to work with MATPad in order to simplify the headteacher report process further – it is still clunkier than we want it to be - I am confident that we are moving towards a substantially easier process and that there will be some helpful developments in time for the next report

Request from Learn Sheffield for photos (Sheffield schools)

Learn Sheffield have asked if Sheffield schools can share any photos of pupils that they can use in their material as the current material is now quite out of date. As always, we need to be sure that any pupils featured have given consent.

You can get in touch with Learn Sheffield directly, or you can send photos to us to pass on, whichever is more convenient.

INSET Monday 24th February 2025

Many of our schools have booked a common training day on 24th February 2025. As yet we have no overall plan for this day and it may be that schools have already planned their INSET input. SENCOs have asked for some ADHD delivery and Fiona is planning to organise this for all interested staff for either the morning or afternoon of 24th February.

We wondered if schools have any CPD planned that staff from other schools may want to attend, and also if any schools would like particular CPD to be organised so that we could have a number of options across our schools.

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If you send information on planned INSET for 24th February or any ideas you have to Anita asap we can then take a look at what we can organise for the day.

Shared INSET February 2026

We intend to run a whole Trust INSET day on Monday 23rd February 2026. Can ALL schools please allocate this date to a Trust INSET Day whether you are in the Trust at the moment or not. More information on plans for the day will follow!

Items from previous bulletin for reference

[Subject Immersion Days](#) – an update on what is needed from schools you and how we'll support

[Admissions](#) – A reminder about the consultation on admissions policies

[Declarations of Interest](#) – A note about changes to requirements and what you need to do

[Teachers' Pay Award & Incremental progression](#) – A summary of how & when this is being applied

[Funded CPD opportunities](#) – Information about funded CPD related to SEND and adaptive teaching

Subject Immersion Days

We are really looking forward to the first subject Immersion Days later this half term, with the Maths day at Holy Rood and the History Day at St Catherine's.

Thanks to those schools and all who have offered to host this year. If you are one of the schools hosting an Immersion Day later in the year, there will be some guidance and support with planning coming soon. John, Fiona and other colleagues are working with colleagues at Holy Rood and St Catherine's on a framework for planning these days, which we will share with all other schools who are hosting once we have piloted it in practice.

For now, if you are hosting, you don't need to be doing anything.

However, we do need all Heads to let us know which of the Immersion Days through the year you plan to send staff to. There will be room for some change later in the year, but we do need a picture of numbers expected at each day to help with logistical planning. There is an MS form to complete, with the link in the actions from this bulletin and, once we have everyone's responses, we will share numbers with host schools. Please do get your response back ASAP so that we can share the picture with everyone.

Admissions

Earlier this week Heads of schools in the Trust received an email from Anita, on my behalf, with a reminder of the steps needed to launch the consultation on our admissions policies. This consultation relates to the 2026-27 policies (that is the policies relating to children who will start our schools in Sept 2026).

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Please note that we agreed to start the consultation together on 1st October. I do need to know urgently if you have hit any problems with being ready for that date.

My thanks to Lindsay Graham who is going to act as a liaison point between schools during this work.

Declarations of Business, Pecuniary and Non-Pecuniary Interest

At the start of each year, there are a group of staff, governors and directors who need to review and update their declarations of business, pecuniary and non-pecuniary interests. This is in compliance with the requirements of the Academy Trust Handbook 2024 and will be checked during our statutory audit which begins soon.

The ESFA have made changes this year to the information required and who it is needed from. It is much more extensive than in previous years, covering a larger number of people and a broader disclosure requirement. At school, the people who need to make declarations are Headteachers, School Business Managers and all members of local academy committees.

In order to assist colleagues, we have produced a policy document which is available on Governor Hub. The policy document explains the disclosures that are needed.

What we are asking you to do:

- **Heads – please update your Declaration via the facility on your profile page on Governor Hub,** using the policy document to guide you as to what you should be covering when considering if there is anything you need to disclose. If you have already updated your declaration this term, please take a moment to check the updated policy to make sure you have covered everything you need to. **Please update your declaration on Governor Hub by Fri 27th Sept.**
- **Please also alert members of your Local Academy Committee that this updated policy is on Governor Hub and that they should use it to guide them in updating their declarations.** Where Local Academy Committee members have already updated their declaration, again we are asking that they check the update policy to ensure that they have declared everything that is needed. **We ask Local Academy Committee Members to complete their declarations by Friday 4th October.**

We will also ask Learn Sheffield Clerks to highlight the revised policy and to remind Local Academy Committee members to use it to update their declarations.

We will brief Business Managers on what they need to do at their briefing next week.

If you have any questions, please do not hesitate to contact Adnan Bashir via email.

Teachers' Pay Award and Incremental Pay Progression

St Clare will be implementing the following STRB's recommendations for the 2024 teachers pay award as follows:

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- A 5.5% uplift to all pay points and allowances for both teachers and leadership colleagues applicable from 1 September 2024.
- Removal of the performance related pay requirement from 1 September 2024, except those subject to additional support measures.

St Clare's decision to proceed with implementing these recommendations is in advance of the formal process to finalise the 2024 STPCD recommendations, however, we feel this is the correct decision and do not anticipate any further amendments to the draft 2024 STPCD recommendations.

Our approach for implementation is as follows:

1. Schools with a mid-month pay date will have their pay award and incremental progression points allocated and processed during October. Unfortunately, there was insufficient time to apply all the necessary changes prior to the mid-month pay date.
2. Schools with a month end pay date will have their pay award and incremental progression points allocated and processed in time for September's pay date subject to review, confirmation and return of staffing schedules to be provided by the shared service payroll team.

If you should have any questions, please do not hesitate to contact the payroll team in the first instance.

Funded Staff Development Opportunities – SEND and Adaptive Teaching

1. The Ambition Institute are running a fully funded pilot of Adaptive Teaching: Train the Trainer. Because we deliver the Ambition Institute Early Career Programme we are eligible to apply for one of the limited funded places. The deadline is 27th September. Please let Anita know if you are interested. More information about the programme is here [New programmes launched \(ambition.org.uk\)](https://ambition.org.uk)
2. For colleagues who are already Maths Hub LLMEs, the Maths Hub is running a workgroup for 2024/25 entitled 'SEND in Mainstream'. Please contact vjohnlewis@symathshub.org.uk if this is of interest.
3. Changes to NPQ funding means that there is now limited funding for these. However, the NPQ for SENCOs is still funded. SENDCOs who haven't already obtained (or are working towards) the NASENCO qualification must complete the NPQ for SENCO qualification within 3 years of appointment. It makes sense to coordinate this as a Trust so that where colleagues want/need to undertake the NPQ SENCO we can arrange for them to undertake this with the same provider. This means that they can benefit from the opportunity to work together during the programme. If you have colleagues who are interested/need to undertake the NPQ for SENCO please let Anita know.