

Head Teachers' Bulletin – 15th November

Upcoming Events

26th Nov Senior Leaders' Group 1.30 @ Pastoral Centre

~~4th Dec Computing Subject Immersion @ St Wilfrid's CANCELLED~~

9th Dec SEND Network meeting 2pm @ Pastoral Centre

31st Jan Science Subject Immersion @ St John Fisher

New Updates (since last bulletin)

Senior Leaders' Group 26th November

The next meeting of the Senior Leaders' Group will be in the working groups agreed at the last meeting. Senior Leaders' will be having their initial meeting to plan the work that they will be doing across the Trust, looking to build on the way we currently collect pupil and family voice and what we provide to colleagues by way of induction and training around Catholic Life. Colleagues who are part of the Senior Leaders' group will be emailed directly with further information.

Head Teachers Conference

Thank you to everyone at the conference for making it such a powerful time together. I want to thank again, on your behalf, Anita, John, Fiona, Sr Judith and Nick Whittaker for their preparation and leadership of our time together.

We will come back to you to gather your thoughts about cohorts for our Catholic Leadership programme. Please remember too Nick's ask that you take some time to talk to your SENCO (if that isn't you!) about what the graduated approach would look like in your school if everything were as you would want it.

It would be really helpful if you can take 5 to 10 minutes to complete the evaluation form by following the link below. This will help us to understand the impact of the conference to help us to plan our next steps in the things we worked on and to plan for next year's conference.

<https://forms.office.com/e/fgHzJpi9RB>

Subject immersion days

We are sorry to have to postpone the Computing Subject Immersion day which was scheduled for 4th December. This is due to staffing changes at St Wilfrids. If any school would be interested in hosting this later in the year, please can you let Anita know.

The confirmed dates for the remainder of the year, including the rescheduled Music immersion day are:

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Date	Subject	School
Friday 31st January	Science	St John Fisher
Tuesday 4th February	MFL	Emmaus
Wednesday 12th March	DT	St Catherine's
Wednesday 19th March	PE	St Marie's
Thursday 22nd May	Music	St Mary's
Tuesday 10th June	PSHE	St Theresa's
Wednesday 18th June	Geography	St Alban's
Wednesday 9th July	Art	St Michael's

Integrated HR and Payroll System

As you may be aware we recently tendered and awarded a contract for an integrated HR and Payroll solution, the contract was awarded to Every by IRIS. We have now commenced the design and build process for the system and our initial focus will be centred on the design, build and implementation of the payroll function which we hope to have fully operational by the 1st April.

In order to support the design and build process we (*Shared Services Teams - HR, Payroll and Finance*) will be contacting schools as from next week to either provide additional information and/or validate data/information we already hold. We expect the demand on schools to be relatively light touch as we already hold a significant volume of data/information.

We will of course be providing further information and progress updates over the coming few weeks as and we progress with the project.

Compliance Pod

We are continuing to develop our use of the Compliance Pod software and are currently trialling two additional features we have developed:

- Reactive Maintenance/Task Requests
- Accident Report

These features are currently being tested and further refined with the assistance of colleagues at All Saints. We hope to have the Accident Report functionality and a supporting briefing paper ready for release to all schools in the next few weeks, further details will be provided ahead of the release date.

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Trauma Informed training for Senior Leaders

Attached with this bulletin is information about a 2-day training event at Learn Sheffield on 28th and 29th November.

Items from previous bulletin for reference

Business Managers Briefing – Summary

Here is a brief summary of the topics that were covered at the School Business Manager Fortnightly Briefing on Wednesday 6th November.

- A reminder of the Purchase order / GRNs / Invoice process.
- Finance Officers – which school they are allocated to.
- Finance Portal user refresh – in particular the list of suppliers that are set up on IRIS, and a reminder that these are the suppliers we should be using. Ordering from one-off suppliers must only be done after checks have been done by the finance team.
- Central Procurement – People who did have Biffa bins have or will be moved to Fletchers. Learn Sheffield Clerking contract includes 6 hours of clerking (Not for All Saints or Holy Trinity) 3 LAC meetings at 2 hours each. If the LAC need any more, it will be invoiced to the school.
- Support Staff pay award – The increase will be applied in November's pay and backed to 01/04/2024. Those Staff on points 1 to 42 will get an uplift of a flat rate (£1290 pro rata) anyone paid on point 43 and above will receive a percentage increase of 2.5%. Copies of the New Pay Scales have been added to the payroll SharePoint.
- Estates and Compliance update – Kim Stonebridge outlined reports that are now available from CompliancePod, currently inaccurate because of quality of information input by schools. Reminders of process. Looking into centralising Fire and PAT testing, Radon Surveys, Display Energy Certification, and (for secondary) Radiation monitoring.
- HR update – A reminder that the Sickness Absence policy has been reviewed/approved and a new policy, Dignity and Mutual Respect are available on Governor hub. Schools should add their logo/any highlighted information. An update on resources being made available to SBM/schools about statutory leave and the 2024 changes; advice is being developed regarding schools providing references; an update on the new employer's preventative duty regarding sexual harassment.

Primary Picture news

Sarah Eady has kindly shared the latest edition of Primary Picture News. St Ann's has had a fortnightly subscription to this for many years, and recently were approached by the company for feedback while they were developing the prayer aspect of the publication.

They are offering a group discount for our schools - £200 for a 1-year subscription, which is a 33% discount. Please let us know [here](#) if you would be interested in this.

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CAFOD Live Simply Award

I have been contacted this week by the Sheffield CAFOD office who are promoting their [Live Simply Award](#). They asked me to highlight the award, the resources available to support and the fact that their team would be delighted to work with any school interested in registering.

Once registered, the award is based on completion of nine faith inspired actions which demonstrate living simply, sustainably and in solidarity with communities around the world experiencing poverty.

I know that there is a great deal of work to promote faith in action and our commitment to Catholic social teaching across all our family of schools. If this award would be a helpful addition to your programme in school, please let me know.

Expansion of Centralised Contracting

We will be working to centralise a number of service/support contracts during the second half of the autumn term. Our focus will be on the following areas:

- Waste Management; General Waste, Mixed Recycling and Food Waste
- Fire; Extinguishers, Shutters, Sprinklers/Dampers and Fire Door Repair and Servicing. *Please note we will not be covering fire alarm servicing on this occasion.*
- Legionella Testing and Compliance Work
- PAT Testing

Some of the work identified above has already commenced and initial indications suggest that we can expect savings. Further details and guidance will be provided to schools via the SBM fortnightly briefing sessions, so please do check in with your Business Managers.

Decarbonisation grants

Some of you have received an email from Adnan this week related to Decarbonisation grants. This is one of those areas where some possible funding has been made available, but where the timescales are very tight.

As a consequence, Adnan and colleagues have made a quick assessment of where we may most likely be able to be successful with bids. If you are one of the schools who Adnan has contacted our ask is that you provide a point of contact so that we can organise on site visits with contractors who can carry out the necessary technical assessments to prepare a bid. Thanks to everyone who has already responded so quickly.

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If you have not had a message that doesn't mean that nothing will happen in the future. It is likely that there will be further opportunities as part of the governments decarbonisation programme, and we will continue to look for opportunities to engage where we are likely to be successful.

Spiritual Listening

Please find attached with this Bulletin two leaflets shared by the Diocese of Hallam formation team. They provide information about a new programme on Spiritual Listening and Accompaniment. Please do take a look yourself and also share with colleagues at school. Please note the first part of the programme is a week of guided prayer in early December.

Hallam Bethlehem Ball

The Hallam Bethlehem Care and Hospice Trust are running their annual Ball on 23rd November. This is a black-tie dinner and dance with live band 'The Grand Plan'. Please see the website for more information about the charity and for a link with information about the Bethlehem Ball. [Hospice Charity - Bethlehem Care & Hospice Trust](#)

A number of you have been long time supporters of this great charity both personally and through our schools. Please do promote the event with staff and parents. I hope to see some of you there.

Action on Child Poverty

The Catholic Bishops' Conference of England and Wales and CES have been engaging with the Government's new Child Poverty Taskforce, which is a current priority of the new Labour Government. They have been asked by officials for information on the impact of child poverty in the Catholic community and Catholic schools. To inform these conversations with Government the CES has produced a survey for schools:

<https://www.surveymonkey.com/r/child-poverty-in-school>

Schools are encouraged to record their experiences. The survey is anonymous and is open until Friday 8th November.

The Department for Education has also requested examples of Catholic school engagement with Gypsy, Roma and Traveller (GRT) communities.

The CES is keen to highlight the work of Catholic schools with these communities and share best practice. This builds upon earlier work completed in 2021 for Made in God's Image: Supporting Gypsy, Roma and Traveller pupils in Catholic Schools. If you have particular provision that you wish to share that has taken place in your school, please contact me via the email address above.