

Head Teachers' Bulletin – 8th November

Upcoming Events

14 th Nov	DSLs network 12.30-3.30m@ Pastoral Centre
21st Nov	Music Subject Immersion @ St Mary's Postponed
26 th Nov	Senior Leaders' Group 1.30 @ Pastoral Centre
4 th Dec	Computing Subject Immersion @ St Wilfrid's
9 th Dec	SEND Network meeting

New Updates (since last bulletin)

Subject Immersion

Due to staff unavailability, we are postponing the scheduled Music immersion day – this was due to take place on 21st November. We will confirm the new date as soon as we have it.

We are looking forward to the Computing immersion day on 4th December at St Wilfrids. More details will follow.

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

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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.

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.

Items from previous bulletin for reference

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.

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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.

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>

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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.