

## Head Teachers' Bulletin 6<sup>th</sup> June – 2025

### Upcoming Events

- 9<sup>th</sup> June Prayer and Liturgy Conference follow-up 10.30 @ Pastoral Centre
- 12<sup>th</sup> June DSL network
- 17<sup>th</sup> June Heads' Forum 8-12 @ Pastoral Centre
- 20<sup>th</sup> & 27<sup>th</sup> June – Quality First Teaching Jonathan Lear @ St Catherine's
- 25<sup>th</sup> June – 1<sup>st</sup> Jul Budget Refinement Period (Budget Preparation Timetable)
- 30<sup>th</sup> June - Writing Fundamentals info session for Secondary Schools 9.30 @Notre Dame
- 9<sup>th</sup> July - Secondary Careers Facilitated Peer Review

### Actions from this bulletin

- Let us know here who will attend the Geography and Art Subject Immersion days

#### Actions from previous bulletin

- Book places here for the Quality First Teaching Sessions 20<sup>th</sup> and 27<sup>th</sup> June.

### New Updates (since last bulletin)

#### Subject Immersion Days

Due to the low number of schools able to release staff to attend the PSHE immersion day on 2<sup>nd</sup> July, we have made a decision to postpone this until the autumn term. We will confirm a new date once we have rearranged this.

A reminder that the geography immersion day is coming up on 18<sup>th</sup> June (at St Alban's School Doncaster DN12 4AQ) and the Art immersion day on 9<sup>th</sup> July (St Michaels Barnsley S73 8AF).

So that we can plan these days around the numbers expected to attend, could you please let Anita know names of those attending by Weds 11<sup>th</sup> June by completing this short form.

#### Head Teachers' Appraisal

As noted in the Heads' briefing on Monday, it would be really helpful to get Heads' Appraisal panels booked in with governors and in my diary before we break for the summer. Many thanks to those of you who have already got back to Anita with dates.

If you haven't done so yet, please contact the governors who will be on your appraisal panel to set a provisional date, then share this with Anita so that she can check and confirm my availability. You will then be in position to confirm with your governors.

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By way of reminder, as of last year you do not need to have an independent adviser but you can use one if this is helpful to you and to your governors. If you do not have an independent adviser, you will need to book time before the governors' panel to meet with me. This is best done once you've got the governors' panel in your diary.

### Prayer and Liturgy Conference follow up meeting – 9<sup>th</sup> June

John and I look forward to meeting with colleagues to follow up from the Prayer and Liturgy Conference. The purpose of this meeting is to share what we have done so far and what we plan to do, with the aim of identifying where it would be beneficial to work together. The best person to represent your school would be the person who is going to have the greatest role in leading on this work in school – I know that will vary from school to school.

### DSL network – 12<sup>th</sup> June

At our DSLs network on Thursday, I will share the outcome of the meeting of the group who gathered to look at Safeguarding input for the start of the year and safeguarding induction. We have proposals for how we can work more effectively across the Trust on this.

It would be helpful to the discussion if you have given a bit of thought to the most common safeguarding issues encountered in your school this year (top 3 to 5).

My thanks to Lysie, Tricia and Stuart for putting themselves forward and giving their time to work on this.

### Weekly Budget Reviews and Updates

We have continued to produce and share weekly budget review documents with schools. The latest set of documents were produced on Tuesday 3<sup>rd</sup> June, this latest edition included the following adjustments:

- Teacher's revised pay offer of 4% and estimated additional funding.
- Estimated NI Grant for Early Years and Post 16
- Estimated nurse funding for new provisions

However, shortly after producing the latest edition, we received funding allocation data for the teacher's revised pay offer, this will now be incorporated into next week's edition.

We have seen a varying degree of progress towards previously shared budgeting targets for 2025/26, Steve and Adnan and will be engaging directly with schools next week to discuss progress to date.

### Shared Service Finance Team Structure

We have recently recruited an experienced financial accountant on a 12-month FTC. Sylvia Cleary, will be joining the shared services finance team on Monday 9<sup>th</sup> June. We have also allocated additional responsibilities to the remaining members of the team to ensure all current work schedules are maintained.

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We will be taking the opportunity to reallocate Lead Finance Officer responsibilities and will be contacting schools next week to advise of any changes, which will be effective from the production of the June Management Accounts.

### Procurement Activity

A reminder that the procurement deadline for all revenue curriculum related expenditure is Friday 13<sup>th</sup> June, please ensure all curriculum orders are raised and authorised by this date.

Please ensure you have given sufficient thought to your resource requirements for the remainder of the current academic year and the immediate start of the following academic year.

All other areas of procurement activity remain unaffected.

### Consolidated Pay date

Transition to our new consolidated pay date, effective from 30<sup>th</sup> May proceeded without incident. All duly agreed salary advances and initial recoupments were successfully completed.

### Trust Calendar

The final version of the 25/26 Trust Calendar is attached with this Bulletin.

## Items from previous bulletin for reference

### Learn Sheffield Contract Feedback

If you have not already done so, please take some time to complete the Spreadsheet that John Coats shared that will help us evaluate how we have used our contract with Learn Sheffield this year, to inform next year's plan.

John, Fiona and I are liaising with Stephen directly this year so if there are specific things that you are interested in from the Learn Sheffield offer, please let us know. We will buy the contract centrally and will manage allocation of LSIP days, courses and programmes with you directly.

### RWI contract

As noted in the briefing on Monday, we have bought a Trust contract with RWI for the coming year, so please make sure that you are not also signing up for an individual contract and make sure that it isn't part of your budget as the cost will be covered through the management charge.

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Working this way gives all the features you were getting through your individual contracts, and we get some additional features and services, while paying slightly less overall.

### Writing Fundamentals information session for Secondary Schools

Monday 30<sup>th</sup> June, 9.30-11.30, Notre Dame High School

This session is being run so that secondary English Leaders (and any other interested staff) can find out more about the Writing Fundamentals assessment framework that is being adopted by the Trust primary schools, and the approach that some schools are now starting to take in order to develop the teaching of writing (focussing on the fundamentals). Understanding this work has the potential both to support transition (particularly for weaker writers) and to inform curriculum development.

If you wish to book staff on to this, please can you let Anita know so that we know who to expect.

### Thank you!

A huge thank you to St Catherine's, St Alban's, St Thomas of Canterbury, St Wilfrid's and St Wilfrid's English Hub for the additional capacity and support provided to St Patrick's to allow all children to be RWI assessed. Without your support and kindness, St Patrick's would not have been able to begin RWI after half term. Thank you.

### Early Years CPD; Characteristics of Good Play – Wed 2<sup>nd</sup> July 1pm

This is advance notice of a session that Emma Porter will be running. It is a repeat of part of a session that she ran last year and which was very well received. Some staff missed it and have said they would like it to be repeated and Emma is also mindful that there have been some new staff appointed in Early Years roles since this session was delivered.

### Secondary English Advisory Group Opportunity

Secondary heads will be aware that the St Wilfrid's English Hub have been invited to put in an expression of interest in relation to expanding their work to support a pilot focussing on secondary reading. This is part of a national pilot programme.

Alongside this, the DfE are also considering appointing a national expert advisory group to support the implementation of this pilot programme to expand the work of the English Hubs into the secondary phase. The DfE are inviting applications to join the advisory group from suitable colleagues. The attached document sets out the scope of the advisory group.

Please share this opportunity with any colleagues you feel may be interested in the opportunity to join the national expert advisory group. Any interested colleagues should contact Delia Evans at the St Wilfrids English Hub in the first instance [d.evans@stwenlishhub.co.uk](mailto:d.evans@stwenlishhub.co.uk). The DfE have a brief application pro forma for membership of the advisory group that Delia will be able to share.

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### Quality First Teaching Group

20<sup>th</sup> and 27<sup>th</sup> June at St Catherine's. Two morning sessions for Leaders with responsibility for T&L, curriculum, middle leaders, senior leaders, SENCOs, mentors, member of staff with responsibility for curriculum and/or pedagogy – basically anyone who is in a position of influence in our schools:

- Session 1 will include the information shared with Heads and would move onto exploring Teacher Clarity.
- Session 2 will explore modelling and the “example of the board”. This input will then be followed up by short, recorded training videos that schools can use.

Please let us know [here](#) who will attend from your school

### Save the Date (Heads) – Thursday 10<sup>th</sup> July

We have another opportunity to work with Jes on Thursday 10<sup>th</sup> July, building on work from previous sessions he has led with us. We need to confirm details, but for now ask you to save the date. We would plan for a session in the morning as we have done before.

note that we expect you may need to tweak the spreadsheet slightly as not all schools' categories are exactly the same.