

## Head Teachers' Bulletin 30<sup>th</sup> January - 2026

### Upcoming Events

- 3<sup>rd</sup> Feb – Reading Network 2-4pm @Pastoral Centre
- 12<sup>th</sup> Feb – Writing Moderation FS2/KS1
- 13<sup>th</sup> Feb – Trust Choir Workshop @St Marie's Cathedral
- 23<sup>rd</sup> Feb – TRUST INSET day @ All Saints
- 26<sup>th</sup> Feb – Morning session for Heads and Senior Leaders with Jes @St Catherine's
- 26<sup>th</sup> Feb – Writing Moderation Y3/4

### Actions from this bulletin

#### Actions from previous bulletin

- Book places on the writing moderation sessions
- Please complete the form to book places at the Choir rehearsal.
- Please let Anita know here who will attend Jes's leadership session.

### New Updates (since last bulletin)

#### From Fiona re: Thursday 26th February – our next Leadership Session with Jes Smith

I do know that he is my brother, so I am probably biased but I think we have all really enjoyed our sessions with Jes and developed our leadership as a result of his input! Jes has designed all of the sessions for St Clare Leaders, he is back in the UK now and he has offered to continue our leadership journey in the morning on Thursday 26th February. Jes gives his time and resources to us free of charge, can we encourage as many Heads and Senior leaders to join this session as possible? We recognise how stretched things are in school currently but if we don't develop ourselves we won't be able to develop our teams. Please let Anita know here who will attend from your school. Arrival from 8.30 for a 9am start please.

#### Trust INSET – Key Points for Heads

Thank you to everyone for your work so far in responding to the things we need from each school to prepare for the Trust INSET day. This is just a reminder that Anita has shared a set of key points for Heads, summarising in one place the main things we need your help with. There is also a link to a form where you can respond to the request for a responsible person (or people) to help with sign in on the day and a first aider from each school to ensure we have appropriate coverage.

#### An opportunity from Sheffield Hallam University

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'We are delighted to announce that Dr Bob Sawyer will be joining us as a guest speaker at the Sheffield Hallam University branch meeting of the Association for Mathematics in Education. His presentation will **focus on teaching mathematics through problem solving across the primary–secondary transition**, with an emphasis on **improving pupil engagement.**'

**Details of the session are as follows:**

**Date:** Tuesday, 3<sup>rd</sup> February 2026

**Time:** Light refreshments from 4:00 p.m.; session begins promptly at 4:15 p.m.

**Venue:** Sheffield Institute of Education, Floor 6, Room 6

An email promoting the event was sent to our partner primary and secondary schools last week. To help us plan, please **confirm your attendance using the form below.**

We hope to see many of you there for an insightful and engaging session!

### Items from previous bulletin

#### Heads' Forum

Heads' Forum next week will follow the usual format. 8-9am is off agenda with breakfast.

9-12 we will be 'on agenda'. The first part of the Forum will involve sharing of Headteacher reports to look at shared learning. We will move from this into thinking about implications of the new Ofsted framework for the way in which we monitor and evaluate the quality of education and care in our schools.

We will then have our normal round of updates, which will include some time on preparation for the Trust INSET. To help with this, please bring the staff list that Anita sent to you for checking, either on a laptop or as a printed copy.

#### Trust INSET planning

Heads of schools in the Trust will have been sent brochures showing all that is happening at the INSET, along with invitations to each member of staff and a link to a form where staff can indicate their workshop preferences.

**We need workshop preferences back from all staff by Wednesday 28<sup>th</sup> January** to be able to finalise planning for those leading workshops. Please help us with reminders to all colleagues in your school.

We will run through the plans for the INSET at the Heads' Forum next week and the key things we need your help with to ensure that it runs well for every member of staff.

#### St Clare Singers Rehearsal Day

To confirm that the St Clare Singers Rehearsal Day is now 13th February at St Marie's Cathedral. Arrival from 10am for a 10.30 start, and will finish at 2.30.

The singers will be working on a contribution to the opening liturgy for our Trust INSET day. The choir will **not** be attending the Trust Inset, instead, the children will be **filmed during the workshop day**, so please check the photo permissions for each child you are bringing to the workshop.

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The workshop day will run on the same format that worked so well in preparation for the Trust Mass, and serves a few purposes. It will build on the start we have made in giving opportunities for children across our schools to sing together.

We also have our eyes to a potential event in the summer term - more about that in the new year.

Rebecca will share resources for those schools who can't attend the workshop.

### Senior Leaders Group

We recently scheduled and presented an overview of school funding and financial planning to the senior leaders group. Although originally planned as a single overview session, it was clear that colleagues were interested in developing a deeper understanding, we will look into the possibility of developing a more detailed programme going forward.

However, as we will shortly be commencing the financial planning cycle we wondered if this would be an ideal opportunity for the senior leaders to be involved in the development of their school budgets alongside headteachers, SBM and central finance colleagues. This may range from observing/shadowing through to actively participating in the development of financial plans/costing.

Therefore, we would be grateful if you could have a conversation with your senior leaders and confirm the extent of any engagement, you feel would be appropriate subject to your operational needs.

Please confirm any details of engagement with John Coats and Adnan Bashir.

### Internal Audit Programme 2025/26

Our internal audit programme will commence on the 9<sup>th</sup> February with the following audit assignments:

- GDPR
- Fraud, Theft & Bribery

Schools selected by the internal auditors will be notified on Monday 26<sup>th</sup> January and provided with a detailed schedule of requirements, where appropriate.

If your school is selected and you have any concerns, please do not hesitate to contact Adnan Bashir.

### Secondment Opportunity

St Patrick's are in need of a Learning Mentor! We are looking to second a Learning Mentor to St Patrick's for the remainder of the school year. If you have a member of staff who may be suitable for this role could you please email Fiona? Ideally we would want this post to be full time but if anyone has a member of staff who could join the St Patrick's team on a part time basis we would consider it!

### Funded Accreditation Opportunity

I wanted to share a funded accreditation opportunity for early years leaders who already have experience of leading professional development.

The programme is aimed at leaders who are keen to build on their existing practice and support professional development both within their own setting and by working with another setting.

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The commitment includes:

Three days of professional development (a mix of face-to-face and online sessions)

One additional day to complete and submit an Accreditation Evidence Document

There is £800 of funding available to help schools release colleagues to take part.

Places are limited, and the selection process will include a visit to the setting.

If you'd like more information, please see the flyer or if you want to arrange an informal discussion please get in touch with [vjohnlewis@symathshub.org.uk](mailto:vjohnlewis@symathshub.org.uk)

### Writing Moderation

This is a reminder that our writing moderation dates are as follows:

Foundation/Y1/Y2 - Thursday 12<sup>th</sup> Feb

Y3/Y4 - Thursday 26<sup>th</sup> Feb

Y5/Y6 - Thursday 12<sup>th</sup> Mar

All of the moderation sessions will be hosted at the Pastoral Centre and will run from 2.30-4.00pm

Please use this link to confirm places for your staff at the moderation.

### Part Time Maternity Leaver Cover

St Alban's need a part time teacher for Y3 from Easter. This is a maternity leave cover for 2 terms -April to December 2026 (Monday, Tuesday and Wednesday half day - negotiable). If you know of someone wanting a secondment or temporary experience elsewhere, please put them in touch with Lindsey.

### HLTA Opportunity

Lindsey Ebsworth has a HLTA who is doing the Assessment Only teaching training route. They are currently teaching in KS1, and need an (approx.) 20 day KS2 placement in an alternative setting.

This could be organised anytime from spring half term onwards on a one-day per week arrangement until the end of the year. This is so that Lindsey can backfill their release.

The HLTA lives in Doncaster and doesn't drive, but their partner works near the centre of Sheffield.

The HLTA would need some mentoring support in gaining confidence in KS2 but could otherwise be expected to take responsibility for the class for significant portions of the one-day per week with no other cost to the host school.

If this is something that is of interest/might also help you, Lindsey would be interested in hearing from you.