



Birmingham Diocesan Education Service September 2018 Newsletter

Welcome back to the new academic year

Message from Fr Jonathan

At the beginning of a new school year I am delighted to offer the prayerful wishes of the DES team to all our schools. This time of year is a time of new beginnings for so many people. In a special way I would like to congratulate and welcome all those who have taken up new leadership responsibilities in the schools of the Diocese. I pray that you will find your new work for Our Lord and the Church enriching and a real sign of living out your Christian vocation. You will find the DES team and many of your colleagues extremely supportive in your new role.

It is also a new beginning for many newly qualified teachers and support staff who are joining our schools. We are delighted that you are coming to work in a Catholic school. The late Cardinal Basil Hume described teaching as a "noble vocation." As you begin your career as a teacher in a Catholic school, I pray that you will discover this truth and be able to provide our children and young people with opportunities to learn and grow into the people they have been called to be by God.

The beginning of a new school year is also a new beginning for governing bodies and those who serve as Directors of our multi academy companies. The DES is very grateful for the many hours of generous dedicated service that you give to our schools and academies. In a special way I wish to thank all those who serve as Chairs to boards and governing bodies.

This newsletter is filled with important information concerning the ongoing education policy of the Archdiocese of Birmingham which the DES has the responsibility to implement. I ask that our school leaders and chairs respond to the various requests that are being made of you in order to move forward the work we undertake together to secure, protect and improve Catholic education as we strive to announce the gospel and make Christ known today.

Last weekend the National Eucharistic Congress took place in Liverpool. This event has focused the attention of our Church on the central place that the Eucharist plays in our lives as Catholic Christians. Our commitment to practising our faith through participation in the weekly Sunday Eucharist is essential to the work we undertake especially in leadership and teaching. It is also the worthy celebration of the Eucharist and adoration of the Blessed Sacrament that can indeed build up the life of faith of our school communities. I pray that in the year ahead you and your school will draw fresh strength from the Eucharist as part of the life of your school community.

Finally, as I prepare to step down as the Director of the Diocesan Education Service I wish to express my thanks to so many people who have supported me in my work over the last 24 years of working with the schools of the Diocese. It has been a great privilege to play some small part in the work of Catholic education. I look forward to continuing to support this work through my role as a trustee in the Diocese.

With my renewed thanks, prayers and kindest wishes

Fr Jonathan Veasey
Director
Diocesan Education Service

Hello & Goodbye!

We are delighted to welcome David Harris to the Primary team. Rebecca Brolly will be leaving us to start her maternity leave on Friday 14 September. Please direct any emails to either Maggie m.duggan@bdes.org.uk or David d.harris@bdes.org.uk . We ask for God's blessing upon Rebecca and her husband Mark.

We also welcome Liz Buck who will be assisting Charlotte Kirby with administration when Charlotte goes on maternity leave.

PRIMARY NEWS

Adoremus: Many thanks to all the schools who sent us photographs and tweets of this wonderful celebration. Please feel free to send us yours, if you haven't already done so.



New RE Subject Leaders

Welcome to anyone who is taking on the role of leading RE. If you haven't received an email from the Primary Team, please forward us your email address so that we can add you to our contact list and set you up with a re-live account.

Primary Cluster Group Meetings

These termly meetings are for anyone leading RE. Please follow the link to see the dates of meetings for the year. If you're not sure which group, you belong to please get in touch. <https://www.bdes.org.uk/cluster-groups.html>

Courses

Please follow the link to access the courses specifically for Primary RE Courses. The NQT course is three days over the year and you can book up all three days at the same time.

Staffroom Noticeboard

Please download this half term's Staffroom Noticeboard. It has key information and dates for the Liturgical Year, ideas for prayer and links to CAFOD and Missio. <https://www.bdes.org.uk/re-and-catholic-life.html>

CSPP (Catholic Schools Pupil Profile)

This half term's virtues are Compassionate & Loving. The resource sheet is on re-live.

CHAPLAINCY

Chaplaincy Commissioning Mass

Our annual Chaplaincy Commissioning Mass will take place on Thursday 20th September at 10.30am at St. Chad's Cathedral. Bishop David will be our main celebrant and looks forward to welcoming Priest and Lay Chaplains, Headteachers, members of the student Chaplaincy Teams and other key chaplaincy staff. There will be refreshments provided after the Mass so please RSVP to beccy.roseman@kenelmyouthtrust.org.uk

Certificate in Liturgy and Collective Worship for Schools

This year long certificate will begin Monday 8th October. This course is completely free to those who are a part of the Chaplaincy Agreement. If you would like more information or would like to sign up for the course contact Beccy Roseman.

Charity Ball

The Kenelm Youth Trust Charity Ball will take place on Saturday 20th October at The Belfry, Sutton Coldfield. Come and join the celebrations of the work of the Trust over the past year! For tickets and more information email events@kenelmyouthtrust.org.uk

SECONDARY NEWS

Congratulations

Many congratulations to all our students in years 11 and 13 who have sat and have been successful in public examinations. The Diocesan has once again performed well at both KS4 and KS5 and this is due to the hard work of the students and all the staff. A very big thanks for all the hard work! Diocesan, Catholic schools nationally and national data will be discussed at the first RE partnership meetings this term.

Important data return on behalf of the CES.

Please see this message from Philip Robinson, National RE Adviser, CES

To ensure that Ofqual is fulfilling its regulatory role properly and that Catholic schools are not unfairly disadvantaged in this Summer's GCSE Religious Studies examination, it is vital that we collect the results of the GCSE Religious Studies as soon as they are published in August. Given Ofqual's assurances, we should expect to see 75% of pupils nationally passing the new examination at Grade 4 and above and 30% of pupils pass the new examination at Grade 7 and above. If this proves not to be the case, we will be lodging an early appeal to Ofqual on behalf of Catholic schools. We need the assistance of schools to collect this data in a timely fashion. Please complete this very short Google form that will enable us to collect the necessary data:

https://docs.google.com/forms/d/e/1FAIpQLSdOlwP2IEu0YD8HepkOy_KUSrb5ImzNTlap9e-nhuYE0Fo-0Q/viewform?usp=sf_link

RE and Catholic Life INSET

Please be aware that the first RE partnerships of this year begin over the next few weeks. Please ensure your school is represented at these important meetings. The dates and locations of the partnership meetings, as well as the full programme of secondary RE and Catholic life INSET, can be found at <https://www.bdes.org.uk/training-and-events.html>

PICCLS Conference- 9th October 2018

The Annual PICCLS conference will take place at Don Bosco House on 9th October. We are delighted to welcome back David Wells, as well as, Fr Michael Dolman to inspire us as our keynote speakers for the conference. Please do ensure your school is represented at this crucial INSET by securing your place via the booking form on the link below.

<https://web.pro-forms.co.uk/onlineForms/entry.phtml?code=ab4y3>

In School INSET

The secondary RE and Catholic life team have been delighted to deliver INSET in schools last year and since the start of term on all aspects of RE and Catholic life. This has been for both individual schools or MACs. As part of your ongoing CPD, if any school or MAC is planning to deliver a Catholic life and/or RE INSET, please do contact the secondary team for any help or support. Any INSET delivered in school is part of the annual charge for services. For more information contact Daniel Vince on d.vince@bdes.org.uk

Diocesan Alpha Programme

The Diocesan Education service is seeking new opportunities to support all in Catholic education to develop and nurture their faith. Last year we ran a small pilot with a group of Catholic teachers, across all phases, undertaking the 'Alpha' course. Alpha is a ten-week course which unpacks the tenants of our faith and explores them in a new and deep way. It is built on the principle of community bringing people together to encourage and support each other as we grow in relationship with God. The group of teachers who experienced the programme found it transformation and a truly uplifting experience.

The DES is planning to expand the provision of Alpha within the diocese by running an Alpha course in 3 locations across the diocese starting in the new year. I encourage all who work in Catholic schools to consider attending an Alpha course as we take seriously our responsibility to pass on the faith. For more information or to speak to a colleague who has experienced the Alpha course please contact Daniel Vince on d.vince@bdes.org.uk.

BUILDINGS AND FINANCE

LCVAP Funding for Voluntary Aided schools

The DES will be contacting all headteachers of VA schools at the end of September regarding LCVAP bid submissions for 2019/20. Please do contact your building consultant to discuss your project proposals and bid submission. DES approved professional partners, including building consultants to oversee the management of school building projects can be accessed via the electronic link below:

<https://www.bdes.org.uk/professional-partners.html>

School Business Manager (SBM) network meetings

SBM meetings are hosted on a regional basis by the DES. Please do encourage your SBM to attend these meetings, important updates are provided along with the opportunity to network with SBM's of other Catholic schools. Details of upcoming meetings, minutes and information shared at previous meetings can be accessed via the electronic link below: <https://www.bdes.org.uk/school-business-managers.html>

DFE update

GEMS System which provides information on Governance, budgets & finance, performance management of the estate, data and data management, procurement and emergency planning can be accessed via the electronic link below;
<https://www.gov.uk/guidance/good-estate-management-for-schools/overseeing-the-estate>

Academy website information

The DfE has produced a guide indicating what academies, free schools and colleges should publish online. The guide which clarifies what information the DfE would recommend publishing online can be accessed via the electronic link below;
<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Academies land and buildings collection tool (LBCT)

The DfE has recently published summary guidance for the next academies land and buildings collection tool (LBCT) return. The LBCT online form will be available to use on 1 October 2018. The deadline for trusts to submit their LBCT return is 5 November 2018. Further information can be accessed via the electronic link below;
<https://www.gov.uk/government/publications/academies-land-and-buildings-collection-tool>.

Asbestos Management Assurance Process (AMAP)

The DES has received an updated list of schools from the DfE who are yet to complete their AMAP return. If you have not yet completed the AMAP return, could you please do so as a priority. The DfE have re-opened the on-line portal to enable schools to upload data.

The portal can be accessed via the electronic link below;
https://onlinecollections.des.fasst.org.uk/onlinecollections_ns/EnterCredentials.jsp

School Building Insurance

Academies are able to purchase their insurance requirements through the DfE's Risk Protection Arrangement (RPA) or Solihull MBC's insurance framework (contact Steven Simonds - steven.simonds@solihull.gov.uk) or DE Ford, the diocesan insurance broker (contact Michael Cushing - Michael.Cushing@deford.co.uk). More information about the RPA can be accessed via the electronic link below;
<https://www.gov.uk/guidance/academies-risk-protection-arrangement-rpa>

Voluntary Aided Schools are able to purchase their insurance requirements through their own local authority or Solihull MBC's insurance framework (details provided above).

LEADERSHIP

We are delighted to welcome 33 new headteachers and 26 new deputy headteachers to our Diocesan schools this September.

Thank you to those who have agreed to mentor our new Headteachers and to contribute to the induction programmes for new Headteachers and Deputies over the course of this academic year.

Dates for our induction programmes are on our website <https://www.bdes.org.uk/all-training.html> .

Dates of courses for those aspiring to become middle and senior leaders in our Catholic Schools and those new to Governance are also available <https://www.bdes.org.uk/all-training.html> . These courses were extremely well received last year and help to prepare and secure leaders for the future.

All Heads, both new and experienced, are asked to attend our Headteacher Briefings which take place in the autumn and spring terms of this academic year. The autumn briefing will include national and diocesan updates as well as information on the role of the CSEL. Dates and booking forms for Headteacher Briefings are via: <https://web.pro-forms.co.uk/onlineForms/entry.phtml?code=ab4y3>

This year, our Leadership Conference at the ICC in Birmingham takes place on **Friday 21st June 2019**. Please keep this date free in your diary. If you would like your school to contribute to the conference in any way, please contact Yvonne Brennan at y.brennan@bdes.org.uk to express an interest . Yvonne is keen for schools to be actively involved through the mediums of art, music and drama.

This year we are also delighted to be able to recommend to Governing Bodies a group of highly experienced and successful headteachers who are being trained to act as External Advisors to Governing Bodies for the performance management of headteachers. The names of these advisors will be available on our website by the end of September. Governors are asked to contact these persons directly.

School Improvement

Congratulations to all schools for the many successes evidenced in performance data this summer. Thank you too to all schools who returned their results data to BDES promptly and on time. We now have a full set of available unvalidated headline data, which will allow an initial summary of performance across the Archdiocese to be given at the Headteacher Briefings this term. Data provided also enables us to identify those schools who maybe in of need additional support. A member of the School Improvement Team will contact headteachers and chairs of Governors/MACs directly where this year's data may be a cause for concern. Support, if needed, can then be provided by our school improvement team or by our teaching schools.

School Admissions

The model admissions policies for schools to use for the academic year 2020/2021 are now available on the DES website at <https://www.bdes.org.uk/admissions.html> Please do not simply amend your 2019/2020 policy. The model policies have been reviewed and amended to ensure local and national compliance and amending your existing policies could result in your school not being fully compliant. There is also guidance at the same link on how to draw up the 2020/2021 admissions policies along with statutory deadlines for doing this. If your school is required to undertake a formal consultation on the 2020/2021 admissions policy, then those schools will be contacted directly regarding this.

The DfE has recently contacted all local authorities to request that schools introduce **a revised oversubscription criterion** to give priority to children who were adopted after being in care outside of England. After careful consideration, the DES has decided not to request that all schools introduce this change. **There is no legal**

requirement to introduce it as the School Admissions Code has not been changed and to do so would require everyone Diocesan school to undertake a formal consultation. **Therefore, if any school is contacted by their local authority regarding this, you should advise them that you will not be introducing this change until it is a requirement of a revised School Admissions Code.**

Governance

The DES has launched a new Governor Induction Checklist for newly appointed Governors and Representatives. This can be found on the DES website on your school's appropriate governance page. This checklist is designed to cover everything that a brand-new governor needs to know when joining a governing body. Certificates will be issued to all governors who complete the checklist which can be used as evidence of governor development.

The Scheme of Delegation for Academy Schools on the new national suite of documents has been reviewed and is available on our website at <https://www.bdes.org.uk/new-academies.html> . This should be used for any school within the Christ the King MAC, Holy Family MAC or Painsley Catholic MAC. The amendments that have been made are minor and for clarification.

There is now also reference to the Catholic Senior Executive Leader which may be helpful to MACs. Schools in any other MAC should not use this Scheme of Delegation but should continue to use their current Scheme until such time that they convert onto the new national documents.

May I remind schools that the DES does not need to receive governor agendas, paperwork and minutes. All of these documents should be retained in school.

Model Complaints Policy

The DES has reviewed the model Complaints Policy that schools currently adopt. This review is to take into account DfE and Catholic Education Service advice and guidance.

All schools should access the new model policy from our website at <https://www.bdes.org.uk/hr--employment-documentation.html> and adopt this policy as a matter of urgency. This revised policy is clearer and contains template forms which should be helpful to you.

DIOCESAN ACADEMY STRATEGY

It has now been over two years since the Diocesan Academy Strategy was announced by Father Jonathan in July 2016. The DES would like to thank all Headteachers and Governing Bodies/MAC Boards for their considerable commitment towards working together to secure, protect and improve Catholic education for generations of young people.

Whilst it is anticipated that by September 2019 the majority of Schools in the Archdiocese of Birmingham will be secured within a sustainable MAC structure, there are many schools and areas where the formation of these groups of schools needs to be further discussed, developed and moved forward in partnership with the DES team. All governing bodies must ensure that the "Diocesan Academy Strategy" is an agenda

item at meetings of the full governing body so that the strategy can be fully discussed, considered and recorded in the minutes.

We would expect that within 12 months all School and MAC Leadership Teams will be clear on their membership within a MAC School grouping and that all Local Governing Bodies will have a formally agreed conversion plan. The aim is that all Governing Bodies will be ready to convert by the latest September 2020.

Please note that the recently established Diocesan Academy Strategy Board, chaired by Father Jonathan on behalf of the Trustees of the Archdiocese of Birmingham, will through the DES team, be holding Schools to account for the implementation of the Academy Strategy. For terms of reference and membership of the Diocesan Academy Strategy Board please see <https://www.bdes.org.uk/academies.html>

The DES team wish to work closely with all Schools to find the best solution to local formations. A further pro-form will be sent to all Schools during September requesting an update on each School's progress and plans towards academisation. Should you wish to discuss further please contact Mark O'Connell at academies@bdes.org.uk

MAC Executive Leadership – Catholic Senior Executive Leader (CSEL)

A considerable amount of work to progress this strand of the Academy Strategy has been undertaken by the DES (led by Yvonne Salter Wright - ysalter@aol.com).

Many thanks to all those who have contributed to the consultation and who have enriched these developments. Relevant information is now published on the DES website (<http://www.bdes.org.uk/mac-executive-leadership.html>) which will continue to be updated.

All Chairs/Headteachers and Accounting Officers were sent an e-mail updating on this work on 23rd July from Charlotte Kirby on behalf of Adam Hardy. Further information and briefings on this work will be provided at Chair of MACs meetings, Headteacher briefings and during the forthcoming MAC Performance meetings.

HR Support

We strongly advise that all governing bodies or boards of directors seek advice or a second opinion from the diocesan HR director when dealing with significant employment issues.

Unfortunately, a number of schools have ended up with serious HR issues which have proven to be exceptionally expensive and difficult to resolve because they have not taken advice or sought a second opinion.

Some HR providers (LA as well as private providers) are unable or unwilling to support or advise on the correct use of CES documentation. Gerry Dryden is the HR director for the Archdiocese and is an expert in these matters. If in doubt, please call him. His advice and support is **free** to our schools. Gerry Dryden gerry.dryden@rc-birmingham.org or 0121 230 6224.

There is substantial information also available on our website on HR policies and procedures. <https://www.bdes.org.uk/school-policies-and-procedures.html>

It is essential that all schools and academies are using the Catholic Education Service application forms, contracts and employment policies and procedures. If they have not already, governors and directors must adopt these documents and procedures as soon as possible.

WEBSITE

Please take time to have a look at the updated BDES website www.bdes.org.uk where you can find lots of useful information.

The online booking forms for all our courses this autumn term is now open and can be found on the front page of our website.

Following on from the essential information that you provided us in the last academic year, it is important that we maintain up to date contact information on all of our schools and therefore, we would ask you to inform us of any changes by using the 'School Information' tab on the front page of our website.

If you have any good news stories, pictures or artwork that you would like published on our website and/or displayed around Don Bosco House then please send them to c.kirby@bdes.org.uk.

BEP Conference–CPD Opportunities

Birmingham Education Partnership is running a local conference with a number of partner organisations providing both strategic updates as well as excellent CPD opportunities. It will take place at the Aston Villa ground on 25-26 September. It is open to schools outside Birmingham, and to headteachers and governors.

More details available at <https://www.bep.education/shop/uncategorized/ltsb2018/>

National Headteacher Retreat

We hope that all headteachers make time for their Faith formation – and a retreat is an excellent way to do this. Book your places online for the retreat: <http://www.educarem.org.uk/headteachers-national-retreat/>

GDPR

The DES has worked with the Catholic Education Service and Browne Jacobson to develop a GDPR toolkit for Catholic school use. Please do keep a look out for an email which will be sent to all headteachers and school business managers providing details on how to access the online toolkit.

Catenian Bursary Fund

This is a fund that is able to make cash awards to individuals who volunteer to work on projects in the UK or abroad, for up to a year, or offer to help with HCPT and Diocesan pilgrimages to Lourdes. Please advise any possible students who may wish to access this fund to look at the website for further details:

www.thecatenians.com/bursary



To educate is an act of love, it is to give life. And love is demanding. (Pope Francis).