



**Services provided to
Catholic Schools and
Multi Academy Companies (MACs)
in the
Archdiocese of Birmingham
by the
Diocesan Education Service
2021 – 22**

MULTI ACADEMY DEVELOPMENT

- Provide support and guidance before, during and after the conversion process
- Provide appropriate referrals to professional partners who will facilitate the conversion process in terms of legal, financial and HR service provision
- Appoint and work with the Shadow Board through all of the stages of conversion
- Liaise with the DFE, ESFA and the Regional Schools Commissioner to gain approval for academy conversions and MAC growth
- Arrange and facilitate regular chair of MACs meetings to share best practice and provide on-going networking opportunities and updates
- Undertake annual monitoring of all individual MACs on behalf of the Member

CATHOLIC EDUCATION

Core Services

- Visits to schools by a named Adviser
- Additional School visits where Advisers have identified a support need
- Section 48 (CSI) Targeted Support for schools receiving a grade 3 or 4
- Advice and guidance available for School Leaders, PICCLs, RE Leads and Lay Chaplains via phone, email and video conferencing
- Rainbows: training for new facilitators and refresher training to enable them to deliver specialist provision for pupil bereavement and loss
- Regular news and updates regarding aspects of RE, Catholic life and Collective Worship
- Access to re-live for School Leaders, PICCLs, RE Leads, and Lay Chaplains (a password protected website) containing resources and toolkits

Primary

- Cluster Group Meetings for RE Subject Leaders or members of the RE Team: one cluster group meeting per term covering issues related to RE, Collective Worship and the wider Catholic life of school
- Delivery of core INSET training days typically but not exclusively including three-day induction programme (for ECTs and those new to Catholic Education), sacramental preparation and RE Subject Leader induction

Secondary

- Local Partnership meeting for Heads of RE: one meeting per term covering issues related to RE, and the wider Catholic life of school
- Local Partnership meetings for PICCLs: one meeting per term covering issues related to the wider Catholic life of school including Collective Worship
- Delivery of two training events for Heads of RE and one training event for Second in RE Department
- Delivery of training for all ECTs and teachers new to RE
- Delivery of two training events for PICCLs

Section 48/CSI (Catholic School Inspection Framework)

- Provide inspections, monitoring visits and compliancy checks to ensure that schools meet their statutory obligations in relation to Section 48 and Canon 806.
- Provide training opportunities for school leaders, including governors, on areas that fall under the remits of Section 48 and Canon 806.
- Keep schools informed of national developments relating to Section 48 inspection.
- Provide opportunities for eligible colleagues to train as diocesan inspectors.

Additional Services

- **Lay Chaplaincy:** Advice, support and guidance on the appointment of Lay Chaplains. Please note that further support for Lay Chaplains is available through the services of Kenelm Youth Trust <http://www.kenelmyouthtrust.org.uk/schoolchaplaincy.html>

LEADERSHIP

- Delivery of induction programme for newly appointed headteachers
- Delivery of induction programme for newly appointed deputy headteachers
- Advice and guidance on effective succession planning across schools and MACs
- Signpost to Diocesan HR for advice and guidance on the use of all CES employment policies
- Facilitate mentoring of newly appointed headteachers
- Signpost independent external advisors to governing bodies on the appraisal of headteachers and CSEs
- Delivery of regular briefings for MAC Senior Leaders and headteachers/principals throughout the academic year
- Facilitating training and networking meetings for MAC Senior Leaders

In line with the requirements of the Bishop's Directives the DES must be involved in the entire recruitment process for all protected posts – both interim and substantive. This includes giving advice, guidance and support to the governors/directors on the appointment process for: Catholic Senior Executive Leaders, Executive headteachers, headteachers, heads of school, deputy headteachers (or second in charge), secondary heads of RE, Person in Charge of Catholic Life (PICCLS), lay chaplain [See: <https://www.bdes.org.uk/vacancynotification.html>]

- Designated diocesan officer allocated to each vacancy listed above
- Involvement in every stage of recruitment process to offer on-going support and guidance to the governing body and recruitment panel
- Circulation of vacancy details for protected posts to all schools in the Archdiocese and posting on DES website
- Feedback to candidates at the end of the selection and appointment process as requested
- Review and approval of documents related to recruitment, selection and appointment for all protected posts (e.g. role descriptions, person specifications, and adverts/application packs)
- Training for governors and directors on the recruitment, selection and appointment processes for all protected posts in Catholic schools including related resources and guidance

GOVERNANCE

- Delivery of training on implementation of the Bishops Directives
- Selection, appointment, and removal when necessary, of foundation governors and directors
- Advise clerks, senior executive leaders (headteachers/principals, CSEs), governors and directors on all governance matters as related to Catholic schools and MACs
- Support and offer guidance for governing bodies and boards of directors on roles and responsibilities including the scheme of delegation for MACs
- Provide formal induction for all governors and directors
- Deliver briefing and training sessions for governors and directors

- Provide advice to governing bodies and boards in undertaking periodic self-evaluations of the effectiveness of their governance arrangements and undertaking or facilitating external governance reviews when deemed necessary by the DES
- Facilitate networking between governors and directors to support good governance practices
- Provide support and guidance to all schools and MACs on admissions and appeals including:
 - Reviewing model admission policies for schools to check compliance with the current School Admissions Code on request
 - Provision of model admissions documentation as needed
 - Provision of general advice and guidance documents to support schools and MACs through the annual admissions process
 - Training on admissions and appeals for those relevant persons in schools and MACs (MAC admissions lead, support staff, and senior leaders including governors/directors)
 - Training for appeal clerks
 - Facilitating access to trained appeal clerks and panel members for schools to organise independent appeal panels
 - Providing appeal documents and guidance including model statements and letters for schools and MACs to adapt for their own use

EDUCATION STANDARDS

- Formal meetings with Local Authority partners to coordinate support offered to schools across the Diocese when necessary
- Monitoring the impact of support provided to schools identified as being in need
- Regular formal meetings with the DFE, OFSTED and RSC acting as advocate for our schools across the diocese
- Bespoke advisory and support service to schools before and after Ofsted inspections as necessary
- Attend schools during Ofsted inspections and feedback sessions as necessary
- Collate and analyse the performance data from all schools including all statutory primary school assessments and secondary school examination results
- Provide an overview of Diocesan school performance identifying key areas of strength and for further development to Trustees
- Attend DFE MAC performance reviews when necessary

BUILDINGS AND FINANCE

- Liaison with the Department for Education (DfE) and local authorities regarding the strategic planning of school places across the diocesan area; provide advice and support on school organisation matters including school expansion, amalgamation and closure
- Strategic management of major construction projects financed from a range of funding sources including Priority Schools Building Programme, Basic Need, Condition Improvement funding and developer contributions
- Strategic management of the School Condition Allocation Programme (SCA) for VA schools as the Responsible Body
- Provide advice and support regarding school asset management, including sufficiency, suitability and condition
- Provide advice and guidance on all property related matters including lettings on school sites
- Provide advice and guidance on the submission of capital bids for both schools and MACs
- Provide advice and guidance on the appointment of professional design consultants and surveyors
- Provide monitoring, advice and guidance regarding statutory maintenance and compliance

- Provide training on buildings/premises/finance related matters
- Provide advice and guidance on school insurance, including buildings cover, available through approved providers
- Provide advice and support to schools and MACs for building emergencies
- Termly meeting for the Diocesan School Business Managers and Chief Finance Officers/Chief Operating Officers (CFOs/COOs)
- Access to DES approved strategic partners providing professional services to schools
- Monitoring of MAC finances and attending ESFA finance reviews when necessary
- Advice and guidance on revenue funding, due diligence, financial sustainability and risk management
- Advise MACs on estate management strategy development and implementation