



**Services provided to  
Catholic Schools and  
Multi Academy Companies  
in the Archdiocese of  
Birmingham by the  
Diocesan Education Service  
2023 – 2024**

## **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 (every 2 years)
- Additional School visits where Advisers have identified a support need
- 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 (Reconciliation & First Holy Communion and Confirmation) 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

### **CSI (Catholic Schools Inspectorate)**

- 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 CSI inspection
- Provide opportunities for eligible colleagues to train as diocesan inspectors

## Rainbows

- Training for new facilitators to enable them to provide specialist provision and support for children experiencing loss and bereavement
- Training for developing a Bereavement Policy
- Advice, guidance and support for schools in the event of a bereavement within the school community

## 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 CSELs
- 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, CSELs), 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