

Exeter Diocesan Board of Education



School and Academy Services 2018 – 2019 (V2)



pray



grow



serve with joy

share the vision

DIOCESE
OF EXETER



THE CHURCH
OF ENGLAND
IN DEVON

Introduction

Over the last year there has been significant restructuring of our Diocesan Education team. We have been listening to our school and academy leaders and are responding to what you have told us you require as well as taking into account national developments in education.

This document details the core support to which each of our church schools / academies is entitled, the additional services included within our Service Level Agreement (SLA) and some 'pay as you use' services. School visits and support will be undertaken by one of our team or by an Associate. Our Associates are all current school leaders or will have recent relevant experience.

The Education Team



General contact details

Telephone: 01392 294950

Email: education@exeter.anglican.org

Website: www.exeter.anglican.org

Address: The Old Deanery,
The Cloisters,
Exeter,
EX1 1HS.

From top left to right, lower left to right

| | | |
|-----------------|--|--|
| John Searson | Diocesan Director of Education | john.searson@exeter.anglican.org |
| Sue Lockwood | Diocesan Deputy Director of Education | sue.lockwood@exeter.anglican.org |
| Ed Pawson | Education Adviser and SIAMS manager | ed.pawson@exeter.anglican.org |
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| Christina Mabin | Education Adviser - School Organisation, Governance and Admissions | christina.mabin@exeter.anglican.org |
| Sarah Owen | Education Officer - Compliance, Support & Communications | sarah.owen@exeter.anglican.org |
| Fran Bradley | Education Officer - Training & Traded Services | fran.bradley@exeter.anglican.org |
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Our Core Support

Exeter Diocesan Board of Education provides all its church schools and academies with a range of services which form the core level of support. This support is paid for by the diocese and includes:

| CORE SERVICES PROVIDED | FREE |
|---|------|
| Free attendance at termly, locally held SIAMS hub meetings <i>*New in Autumn Term 2018</i> | ✓ |
| Free attendance at termly, locally held LTLRE* meetings <i>*Learn, Teach, Lead, Religious Education</i> | ✓ |
| Free attendance at termly, locally based Leadership* briefings <i>*Held at 4 locations across Devon for Senior Leaders and Governors</i> | ✓ |
| Free attendance at Chaplaincy support meetings, to be held twice a year | ✓ |
| 6 RE newsletter mailings a year with up-to-date advice and guidance about RE, and signposting to useful resources | ✓ |
| Termly Governance mailing with information and updates on all governance matters | ✓ |
| Admissions advice* to support compliance with statutory responsibilities. <i>*up to a maximum of 2 hours email/telephone support for own admission authorities</i> | ✓ |
| Support and advice with the recruitment of Foundation representation on Governing Boards | ✓ |
| Clerks advice* to support compliance with statutory responsibilities. <i>*up to a maximum of 2 hours email/telephone support</i> | ✓ |
| Induction training for Foundation Governors and Directors on what it means to be a Governor/Director in a church school | ✓ |
| Exeter Diocesan Education Network (EDEN) representatives Members' annual training | ✓ |
| Admissions training (1/2 day) for staff and Governing Boards involved in admissions and annual admission update meeting for all 'own' admission authorities | ✓ |
| SIAMS SEF review and advice, in anticipated year of SIAMS visit <i>* 1 hour preparation, up to 3 hours school visit. Further support is available through purchasing hours or by subscribing to the service level agreement</i> | ✓ |
| Invitation to attend church school events held at the Cathedral or another venue | ✓ |
| Induction day, at the Old Deanery, for all new church school senior leaders to share key information and support regarding church school leadership, plus a further half day together in a church school | ✓ |
| Attendance* at Ofsted Inspection feedback and support for Headteachers and Governors during the inspection process <i>*subject to invitation and availability</i> | ✓ |
| Church school Headteacher recruitment information pack and planning visit for the Governing Board from a member of the Education Team (or Associate). Attendance* at a day of interviews to support the appointment of a Headteacher / Head of School <i>* subject to appropriate consultation and agreement of dates with the Diocese</i> | ✓ |
| Support and advice when considering and consulting about entering Management Partnerships and Federations and with the gathering of expressions of interest from potential partners for Governors to review. | ✓ |
| Support and advice at initial stages when considering entering a Multi-Academy Trust | ✓ |

Service Level Agreement

The Service Level Agreement (SLA) aims to provide a range of services which meet the distinctive needs of our church schools and academies. The table below indicates which services are included without further charges when schools subscribe to the SLA.

| SERVICES PROVIDED | SLA |
|---|-----|
| <p>Training course costs for the first attendee are discounted by approximately 25 - 33% for those purchasing the SLA (see training programme for details of courses and costs). For a second attendee from the same single school or single academy at the same training event, the discount is 50%</p> | ✓ |
| <p>Minimum of one full day / two part day visits up to maximum of 2½ days / 5 part day visits* by a member of the Diocesan Education Team (Director, Deputy Director, Diocesan Adviser or Diocesan Officer) per annum, with the focus to be determined by the school. Options could include:</p> <ul style="list-style-type: none"> • Bespoke training delivered in your own school, for staff and / or Governing Board • Individual support for your school's leaders / co-ordinators in all aspects of RE, Worship, SIAMS, Christian distinctiveness, Character Education • Assistance with the writing of your School Improvement Plan, and / or the subsequent monitoring and evaluation against identified objectives • Review of Ofsted and SIAMS Self Evaluation Form (SEF) documentation • Advice and support with action planning following Governance reviews • Post Ofsted / SIAMS action planning • Bespoke senior leadership and / or governance support • Joint lesson observations, with strengths and areas for improvement identified • Headteacher Performance Management (as an External Adviser) • Support with the review of staffing and curriculum spending, in relation to budget pressures • Engagement with staff appointments • Support of the work between the school and mission community <p><i>* Please see the following subscription cost sheet for details of visit time. Please be pro-active in booking visits and in agreeing a focus that meets your school's needs.</i></p> | ✓ |
| <p>Any further hours needed (in additional to those purchased as part of the SLA) can be purchased at a discounted price, as shown in the 'pay as you use' section</p> | ✓ |
| <p>Additional recruitment support for church school Governing Boards with attendance* by a member of the Education Team (or Associate) at the shortlisting meeting and two days of Headteacher / Head of School interviews</p> <p><i>* subject to appropriate consultation and agreement of dates with the Diocese</i></p> | ✓ |
| <p>An induction visit at your school from a member of the Diocesan Education team for all newly appointed senior leaders within church schools in Exeter Diocese</p> | ✓ |
| <p>Autumn Term training and networking day for teachers new to church schools, with a focus on meeting the needs of all learners (academic and wider needs) in a Christian school. This will include Growth Mindsets, dialogic teaching, Assessment for Learning, Character Education and Christian distinctiveness</p> | ✓ |
| <p>Bespoke advice and support relating to the preparation of church school admission arrangements.</p> | ✓ |
| <p>Thinking Governance Module 1 <i>Programme developed by the Education Office of the Church of England to contribute to better governance by enabling boards to consider their 'strategic picture'.</i></p> | ✓ |

Subscription to the SLA

| Organisation Structure | Pupil Numbers | Cost of SLA | Number of school visits included |
|---|-----------------|-------------|----------------------------------|
| Single Primary Schools and Single Primary Academies | Under 50 | £250 | 1 day / 2 half days |
| | 51 – 110 pupils | £325 | |
| | 111 - 215 | £425 | |
| | 216 – 325 | £525 | 1 ½ days / 3 half days |
| | 325 + | £600 | 2 days / 4 half days |
| Single Secondary Schools and Single Secondary Academies | Any | £1000 | 2 ½ days / 5 half days |

Schools can subscribe to the Service Level Agreement on an individual school or individual academy basis or through their formal partnership. Where church schools have partnerships with community schools, they could decide either to subscribe as a single academy / school or as a whole group. If subscribing as a group, the group will need to decide how visits and support are distributed across the partnership. Subscriptions are aligned to the academic year. Pupil numbers are to be taken from the preceding January Census return. All SLA charges are subject to VAT.

| Organisation Structure | Pupil Numbers | Cost of SLA | Number of partnership visits included |
|---|------------------|-------------|---------------------------------------|
| Management Partnerships, Federations and Multi-Academy Trusts | Under 110 pupils | £325 | 1 day / 2 half days |
| | 111 - 215 | £425 | |
| | 216 – 325 | £525 | 1 ½ days / 3 half days |
| | 325 - 430 | £600 | 2 days / 4 half days |
| | 431 - 640 | £800 | 2 ½ day / 5 half days |
| | 641 - 1200 | £1000 | |
| | 1201 - 1800 | £1250 | 3 days / 6 half days |
| | 1801 + | £1500 | |

Please note our core service does not provide an annual visit. By subscribing to the SLA you will be entitled to a set number of visits. If you require more contact than is provided through this agreement, you can purchase at our 'pay as you use' rates. This also applies to those who have the core service only.

‘Pay As You Use’ Services

In addition to our core and SLA services, we now also offer a range of services and support to schools on a ‘pay as you use’ basis. Any of these can also be delivered through the SLA (up to your time entitlement). Prices quoted are twilight, half day or daily rates (3 or 6 hours), unless otherwise stated, and exclude VAT. The service will be provided by Exeter Diocesan staff and / or Associates*. * Leaders currently in post or having very recent and relevant experience.

| SCHOOL IMPROVEMENT SERVICES | SLA | Non SLA |
|--|--------------|----------------|
| Monitoring of teaching and learning across your school to identify strengths and areas for development (full or half day). | £190 £375 | £240 £475 |
| Understanding data and using it effectively for school improvement (full or half day). | £190 £375 | £240 £475 |
| School improvement planning and support of self-evaluation (two half days) | £375 | £475 |
| Quality Assurance Review – reviewing information (data, website, SIP and SEF) and school visit to triangulate evidence (full day) | £375 | £475 |
| Disadvantaged pupils – a review of provision and impact (full or half day). | £190 £375 | £240 £475 |
| HEADTEACHER APPRAISAL | SLA | Non SLA |
| Headteacher Performance Management / Appraisal <small>*Governors must have an independent adviser at their main performance review and target setting. This includes preparation and report writing time.</small> | £375 | £475 |
| SIAMS ‘DEVELOPMENT’ OR ‘READINESS’ REVIEW | SLA | Non SLA |
| Review of the school practices and evidence and how these align with the Church of England’s Vision for Education, and SIAMS requirements (full day) | £375 | £475 |
| RELIGIOUS EDUCATION, WORSHIP AND ETHOS | SLA | Non SLA |
| RE subject leader development visit (1/2 day) <small>*visit focus needs to be identified more specifically prior to visit</small> | £190 | £240 |
| Review of Teaching and learning in RE and development of an improvement plan with subject leader (full or half day) | £190 £375 | £240 £475 |
| Worship leader / coordinator development visit which could include review of organisation, planning, evaluation and an observation of Worship (full or half day) | £190 £375 | £240 £475 |
| Ethos Group development - does your structure and practice have a positive impact on the school? How are you evaluating what is happening in your school? What evidence are you collecting? (full or half day) | £190 £375 | £240 £475 |

| INSET DAYS* | SLA | Non SLA |
|--|------------|----------------|
| Developing teaching and learning – help staff to gain a consistent understanding of this within your school and to recognise what helps to makes great teaching and learning | £375 | £475 |
| Improving the quality of Collective Worship | £375 | £475 |
| Developing your Character Education and Christian values across your school | £375 | £475 |
| The Church of England’s Vision for Education and the development and articulation of your own school vision. | £375 | £475 |
| Bespoke inset training day | £375 | £475 |
| <i>* Inset day costing for single schools. If you wish to hold a joint inset day with another school, this can be arranged. Depending on the number of additional schools and staffing, the cost may increase. Please ask for details.</i> | | |
| STAFF TRAINING | SLA | Non SLA |
| Bespoke in school training* (2 hour twilight session). <i>* Costing for single school. If you wish to hold a joint inset day with another school, this can be accommodated. The cost may increase. Please ask for details.</i> | £165 | £195 |
| Our training programme will be published on a termly basis. Please see separate brochure for full details. There is a significant discount on training for those schools who subscribe to the SLA. | | |
| GOVERNANCE TRAINING | SLA | Non SLA |
| Bespoke in-school Training (2 hour twilight session). <i>* If you wish to hold a joint meeting with another school, this can be accommodated. The cost may increase. Please ask for details.</i> | £165 | £195 |
| Thinking Governance Module <i>Programme developed by the Education Office of the Church of England to contribute to better governance by enabling boards to consider their school strategy. 4 separate module available at £165 / £195 each.</i> | £165 | £195 |
| Our training programme will be published on a termly basis. Please see separate brochure for full details. There is a significant discount on training for those schools who subscribe to the SLA. | | |
| ACADEMY CONVERSION | | |
| Academy conversion process – please contact the diocese for specific advice support and costs | | |

Our Commitment

Schools and Academies are entitled to expect the Education Team and Associates to:

- Deliver the services to a high professional standard;
- Respond promptly and courteously to requests for assistance;
- Act with discretion and safeguard confidentiality;
- Be responsive to individual schools and their distinctive ethos;
- Act with integrity and in accordance with Christian beliefs and values;
- Come alongside schools and leaders who are experiencing times of particular challenge;
- Listen to any feedback given, and use this appropriately;
- Respond promptly and courteously to any complaints about the level of service provided.

Complete to Subscribe to the SLA

Please complete the following to confirm your subscription for the academic year 2018 – 2019.

| | |
|---|--|
| Name of school / Federation / MAT | |
| Administration email address | |
| Telephone number | |
| Postal Address | |
| Name of Headteacher / CEO / Head of school, as appropriate | |
| Email address Headteacher / CEO / Head of school | |
| Name(s) and numbers (from January census) of subscribing school / academy / partnership group* <i>*please list individual schools/academies which form group</i> | |
| | |

Please complete to indicate subscription type – see page 5 for details

| Organisation Structure | VC / VA / Academy | Pupil Numbers | Cost of SLA (excludes VAT) | Number of partnership visits included |
|------------------------|-------------------|---------------|----------------------------|---------------------------------------|
| | | | | |

All schools and academies subscribing to this agreement are expected to:

- Keep the Education team informed of the current situation in relation to the service required and developments at the school;
- Give adequate notice when requesting visits, training or meetings;
- Be available, given adequate notice, for meetings and/or visits;
- Pay due attention to advice given by the Education Team or our Associates;
- Give at least 5 working days' notice if they wish to cancel or re-schedule a visit.
- Pay invoices promptly.

Name of authorising person: _____

Signed: _____ Date: _____

Please scan and email completed form to fran.bradley@exeter.anglican.org, or post to Fran Bradley, The Old Deanery, The Cloisters, Exeter, EX1 1HS

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