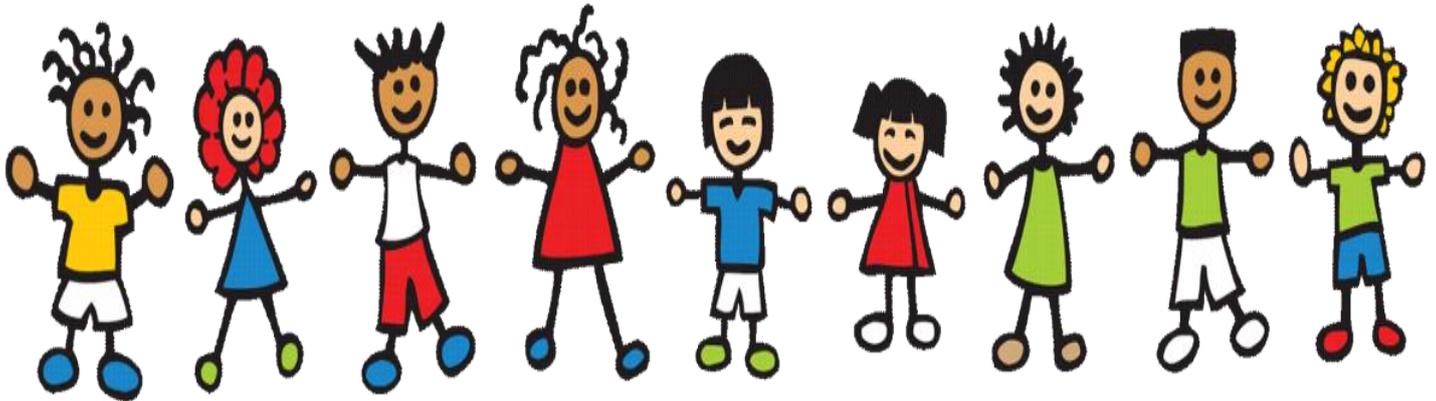
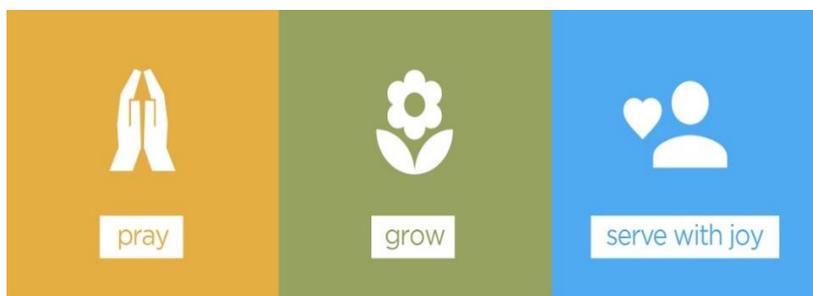


# Exeter Diocesan Board of Education



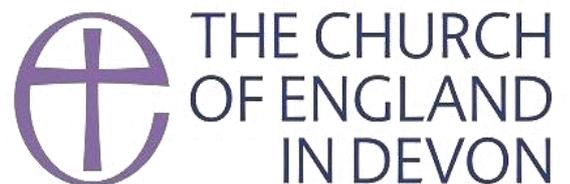
## School and Academy Services 2020 – 2021

Published May 2020, Version 1



share the vision

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OF EXETER



# Introduction

As a diocesan team we are keen to provide an efficient and relevant service which adds value to the work undertaken in schools / academies to improve the life chances of the children and young people in our care.

This document sets out some of the ways in which we can offer you support through our core provision, Service Level Agreement subscription service and through a pay as you go route. These services remain similar to last year however, please remember you can shape this to meet your needs as we offer a personalised and bespoke programme, when you subscribe to the SLA. We acknowledge the changed circumstances and challenges being faced in schools / academies and are keen to serve you in the most appropriate way.

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.

By subscribing to the SLA you are securing additional support for your own school / academy and are also supporting our family of church schools / academies to enable us to reach out and offer care, support and guidance in times of vulnerability or crisis. Thank you.

## The Education Team



### General contact details

Telephone: 01392 294950

Email: [education@exeter.anglican.org](mailto:education@exeter.anglican.org)

Website: [www.exeter.anglican.org](http://www.exeter.anglican.org)

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

**Please note that at the end of August 2020, John Searson retires and Angela Parker leaves to start teacher training. Sue Lockwood will take on the role of Acting Director pending a permanent appointment.**

From top left to right, lower left to right

|                 |  |  |
|-----------------|--|--|
| John Searson    | Diocesan Director of Education                                     | <a href="mailto:john.searson@exeter.anglican.org">john.searson@exeter.anglican.org</a>       |
| Sue Lockwood    | Diocesan Deputy Director of Education                              | <a href="mailto:sue.lockwood@exeter.anglican.org">sue.lockwood@exeter.anglican.org</a>       |
| Ed Pawson       | Education Adviser and SIAMS manager                                | <a href="mailto:ed.pawson@exeter.anglican.org">ed.pawson@exeter.anglican.org</a>             |
| Tatiana Wilson  | Education Adviser - Projects and Vulnerable Pupils                 | <a href="mailto:tatiana.wilson@exeter.anglican.org">tatiana.wilson@exeter.anglican.org</a>   |
| Christina Mabin | Education Adviser - School Organisation, Governance and Admissions | <a href="mailto:christina.mabin@exeter.anglican.org">christina.mabin@exeter.anglican.org</a> |
| Sarah Owen      | Education Officer - Compliance, Support & Communications           | <a href="mailto:sarah.owen@exeter.anglican.org">sarah.owen@exeter.anglican.org</a>           |
| Fran Bradley    | Education Officer - Training & Traded Services                     | <a href="mailto:fran.bradley@exeter.anglican.org">fran.bradley@exeter.anglican.org</a>       |
| Angela Parker   | Education Team Administrator                                       | <a href="mailto:education@exeter.anglican.org">education@exeter.anglican.org</a>             |

# 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 SIAMS hub meetings*<br><i>*These will be hosted through a mixture of locally held face to face and video conferencing meetings</i>  | ✓    |
| Free attendance at termly, locally held LTLRE* meetings<br><i>*Learn, Teach, Lead, Religious Education</i>  | ✓    |
| Free attendance at termly Leadership* briefings<br><i>*These are for Senior Leaders and Governors and will be hosted as a mixture of local face to face meetings and video conferencing meetings</i>  | ✓    |
| 6 RE newsletter mailings a year with up-to-date advice and guidance about RE, and signposting to useful resources   | ✓    |
| 3 vulnerable pupils newsletter mailings a year with up-to-date advice and signposting   | ✓    |
| Governance mailing with information and updates on all governance matters   | ✓    |
| Admissions advice* to support compliance with statutory responsibilities.<br><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.<br><i>*up to a maximum of 2 hours email/telephone support</i>   | ✓    |
| Induction training for 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   | ✓    |
| Central 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<br><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>  | ✓    |
| Induction day, at the Old Deanery, for all new church school senior leaders to share key information and support regarding church school leadership.  | ✓    |
| Attendance* at Ofsted Inspection feedback and support for Headteachers and Governors during the inspection process<br><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<br><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 are discounted by approximately 25 - 33% for those purchasing the SLA (see training programme for details of courses and costs).</p>   | <p>✓</p> |
| <p>Minimum of one full day / two part day visits, up to a maximum of two and a half days / five part day visits depending on your subscription (<i>Please see the following page for details</i>). Please do talk to us about the requirements of your organisation, as these days can be made to be bespoke.</p> <p>Options could include:</p> <ul style="list-style-type: none"> <li>• Bespoke training delivered in your own school, for staff and / or Governing Board</li> <li>• Individual support for your school's leaders / co-ordinators in all aspects of RE, Worship, SIAMS, Christian distinctiveness, Character Education</li> <li>• Assistance with the writing of your SIAMS Self-Evaluation Document or a Christian Distinctiveness Improvement Plan.</li> <li>• Monitoring and evaluation support against identified objectives.</li> <li>• Advice and support with action planning following Governance reviews</li> <li>• Post SIAMS action planning</li> <li>• Bespoke senior leadership and / or governance support</li> <li>• Joint RE lesson observations, with strengths and areas for improvement identified</li> <li>• Engagement with staff appointments – shortlisting and interview advisory support</li> <li>• Support of the work between the school and mission community</li> <li>• 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</li> </ul> <p><small>* subject to appropriate consultation and agreement of dates with the Diocese</small></p> <ul style="list-style-type: none"> <li>• Bespoke advice and support relating to the preparation of church school admission arrangements.</li> </ul> <p><i>Please be pro-active in booking visits and in agreeing a focus that meets your school's needs.</i></p> | <p>✓</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>✓</p> |
| <p>Thinking Governance Module 1 Programme developed by the Education Office of the Church of England to contribute to better governance by enabling boards to consider their 'strategic picture'.</p>   | <p>✓</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        | £275        | 1 day / 2 half days              |
|   | 51 – 110 pupils | £345        |                                  |
|   | 111 – 215       | £445        |                                  |
|   | 216 – 325       | £545        | 1 ½ days / 3 half days           |
|   | 325 +           | £625        |                                  |
| Single Secondary Schools and Single Secondary Academies | Any             | £1000       | 2 days / 4 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 exclude VAT, and may be subject to it.

| Organisation Structure  | Pupil Numbers    | Cost of SLA | Number of partnership visits included |
|---|------------------|-------------|---------------------------------------|
| Management Partnerships, Federations and Multi-Academy Trusts | Under 110 pupils | £345        | 1 day / 2 half days                   |
|   | 111 - 215        | £445        |                                       |
|   | 216 – 325        | £545        | 1 ½ days / 3 half days                |
|   | 325 - 430        | £625        |                                       |
|   | 431 - 640        | £850        | 2 days / 4 half days                  |
|   | 641 - 1200       | £1100       |                                       |
|   | 1201 - 1800      | £1325       | 2 ½ days / 5 half days                |
|   | 1801 +           | £1625       |                                       |

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. These can be made bespoke to meet your requirements. Prices quoted are for three or six hours of work respectively, unless otherwise stated, and exclude VAT. The service will be provided by Exeter Diocesan staff and/or Associates.

| BESPOKE SERVICES  | SLA   | Non SLA   |
|---|---|---|
| <p>Talk to us about what you require or what you are trying to achieve and we’ll work with you to create a bespoke support service or training programme for your senior leaders, school staff, or Governing Board.</p> <p>Options could include:</p> <ul style="list-style-type: none"> <li>• Supporting the development of a school vision</li> <li>• Individual support for your school’s leaders / co-ordinators in all aspects of RE, Worship, SIAMS, Christian distinctiveness,</li> <li>• SIAMS development or readiness review</li> <li>• Assistance with the writing of your SIAMS Self-Evaluation Document or a Christian Distinctiveness Improvement Plan.</li> <li>• Monitoring and evaluation support against identified objectives.</li> <li>• Pre SIAMS or post SIAMS action planning</li> <li>• Governing Board training</li> <li>• Advice and support with action planning following Governance reviews</li> <li>• Joint RE lesson observations, with strengths and areas for improvement identified</li> <li>• Ethos group development and/or review</li> <li>• Engagement with staff appointments – shortlisting and interview advisory support</li> <li>• Support of the work between the school and mission community</li> <li>• Inset day training</li> </ul> | <p>3 hours<br/>£240</p> <p>6 hours<br/>£425</p> | <p>3 hours<br/>£300</p> <p>6 hours<br/>£525</p> |
| HEADTEACHER APPRAISAL   | SLA   | Non SLA   |
| <p>Headteacher Performance Management / Appraisal Governors must have an independent adviser at their Headteacher’s main performance review and target setting. This includes preparation, the performance review and target setting, and report writing time</p>   | <p>£495</p>                                     | <p>£595</p>                                     |
| TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT  |   |   |
| <p>Our training programme will be published on a termly basis. Please see separate brochure for full details. <b>There is a significant discount on training for those schools who subscribe to the SLA.</b></p>  |   |   |

## 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 2020 – 2021.

|  |  |
|--|--|
| 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 7 working days' notice if they wish to cancel or re-schedule a visit.
- Pay invoices promptly.

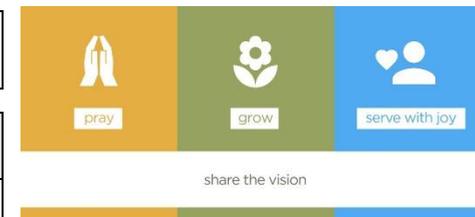
Name of authorising person: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please scan and email completed form to [education@exeter.anglican.org](mailto:education@exeter.anglican.org). Many thanks.

# 2020 Support Planner: SLA & 'pay as you use' services

|  |  |
|--|--|
| <b>Name of School / Academy / Federation / MAT</b> |  |
|--|--|



|   |                            |  |  |
|---|----------------------------|--|--|
| <b>Academic Year 2020 – 2021:</b> Please tick to indicate whether hours required fall within your Service Level Agreement (SLA) allocation, or whether you are purchasing as a 'pay as you use' service | <b>Within hours of SLA</b> | <b>'Pay as you use' (non SLA rate)</b> | <b>'Pay as you use' hours (SLA rate)</b> |
|   |                            |  |  |

| Support Service Requested | Time<br>(½ day, full day, twilight) | Requested half term for delivery |          |          |          |          |          | Desired outcomes & any preferences for delivery<br>(specific dates, venue, staff involvement, etc.) | Any Additional Cost<br>£ |
|---------------------------|-------------------------------------|----------------------------------|----------|----------|----------|----------|----------|---|--------------------------|
|                           |                                     | Autumn 1                         | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |
|                           |                                     |                                  |          |          |          |          |          |   |                          |

|                                     |  |
|-------------------------------------|--|
| <b>School Authorised Signature:</b> |  |
| <b>Date:</b>                        |  |

|                                 |   |  |                     |
|---------------------------------|---|--|---------------------|
| <b>DIOCESAN OFFICE USE ONLY</b> | <b>Total Days</b>                       |  | Diocesan signature: |
|                                 | <b>Total cost if not covered by SLA</b> |  |                     |
|                                 |   |  | Date:               |

Please scan and email completed form to [education@exeter.anglican.org](mailto:education@exeter.anglican.org). Many thanks.