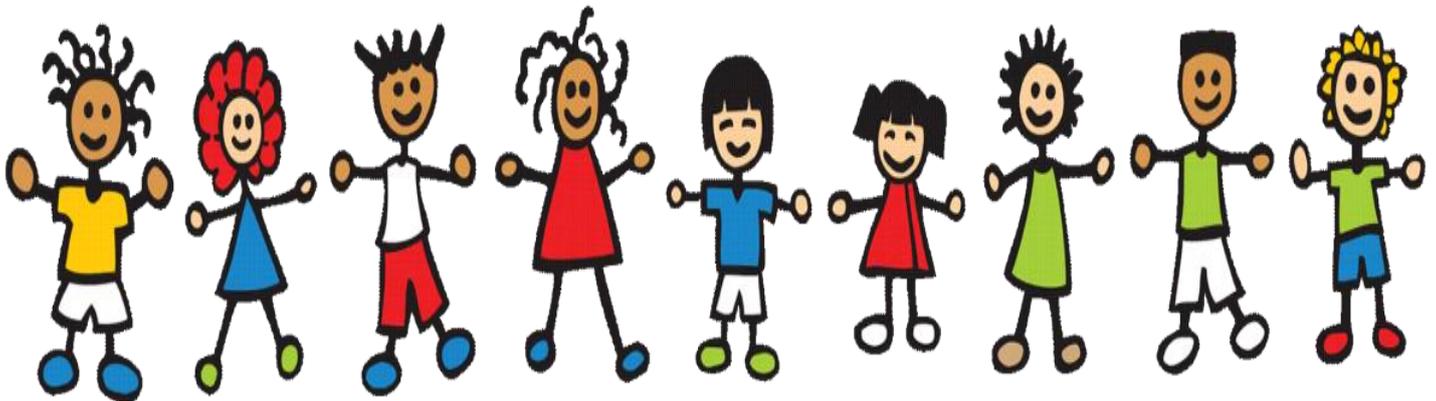


# Exeter Diocesan Board of Education



## School and Academy Services 2022

Published October 2021, Version 1



pray



grow



serve with joy

share the vision

DIOCESE  
OF EXETER

 THE CHURCH  
OF ENGLAND  
IN DEVON

# 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 (SLA) 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)

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



From top left to right, lower left to right

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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 SIAMS hub meetings* <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 <i>*Learn, Teach, Lead, Religious Education</i>	✓
Free attendance at termly Governance* forums <i>*For all those involved in school/academy Governance - usually held by video conference meetings</i>	✓
Free attendance at termly Leadership* forums <i>*These are for Senior Leaders and will usually be video conference meetings</i>	✓
Regular newsletter mailings throughout term-time with up-to-date advice and guidance and signposting to useful resources	✓
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 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 an annual admission update meeting for all 'own' admission authorities	✓
SIAMS SEF review and advice in the anticipated year of a 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>	✓
Induction day, at the Old Deanery, for all new church school senior leaders to introduce the team, build networks and share key information regarding church school leadership.	✓
Attendance* at Ofsted and SIAMS 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 support 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. Where schools are in formal groupings with non-church schools, the SLA group subscription (table 2, page 5) includes all pupils in the MAT/federation.

SERVICES PROVIDED	SLA
<p>Minimum of one full day / two part day visits, up to a maximum of two and half days of 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>• Support with monitoring and evaluation 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>• 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 * <i>subject to appropriate consultation and agreement of dates with the Diocese</i></li> <li>• Engagement with staff appointments – shortlisting and interview advisory support</li> <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>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>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>	

# 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	£300	1 day / 2 half days
	51 – 110 pupils	£360	
	111 – 215	£460	
	216 – 325	£560	1 ½ days / 3 half days
	325 +	£650	
Single Secondary Schools and Single Secondary Academies	Any	£1050	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 are in formal partnerships with community schools, they can decide either to subscribe as a single academy / school or as a whole group, to include community school numbers. 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 calendar year (**Calendar Year**). Pupil numbers are to be taken from the preceding October Census. All SLA charges (**SLA Charges**) exclude VAT, and may be subject to it.

Organisation Structure	Pupil Numbers (includes non-church schools)	Cost of SLA	Number of partnership visits included
Primary Management Partnerships, Federations and Multi-Academy Trusts	Under 110 pupils	£360	1 day / 2 half days
	111 - 215	£460	
	216 – 325	£565	1 ½ days / 3 half days
	325 - 430	£650	
	431 - 640	£885	
	641 - 1200	£1175	2 days / 4 half days
	1201 - 1800	£1400	
	1801 - 2700	£1720	2 ½ days / 5 half days
	2700 +	£1975	

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 this 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.

<b>BESPOKE SERVICES</b>	<b>SLA</b>	<b>Non SLA</b>
<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 £260</p> <p>6 hours £480</p>	<p>3 hours £325</p> <p>6 hours £650</p>
<b>HEADTEACHER APPRAISAL</b>	<b>SLA</b>	<b>Non SLA</b>
<p>Headteacher Performance Management / Appraisal</p> <p>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>£580</p>	<p>£695</p>
<b>TRAINING AND CONTINUING PROFESSIONAL DEVELOPMENT</b>		
<p>Our training programme is published on an annual basis. Please see the separate brochure for full details at <a href="https://exeter.anglican.org/schools/services-to-schools/">https://exeter.anglican.org/schools/services-to-schools/</a>.</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.

**We draw your particular attention to the following terms of the SLA:**

## **LIMITATION OF LIABILITY**

- (1) Nothing in this SLA shall exclude or limit either party's liability to each other for death or personal injury, fraud or fraudulent misrepresentation or any liability which cannot be legally limited.
- (2) Subject to paragraph (1), the aggregate liability of the Exeter Diocesan Board of Education to the School / Academy or any third party, whether in contract, tort (including, without limitation, negligence), statute or otherwise, arising out of or in connection with this SLA shall be limited to the SLA Charges paid by the School / Academy in the Calendar Year.
- (3) Subject to paragraph (1) the following losses are excluded (a) loss of profits (b) loss of sales or business (c) loss of agreements or contracts (d) loss of anticipated savings (e) loss of use or corruption of software, data or information (f) loss of or damage to goodwill and (g) indirect or consequential loss.

# Complete to Subscribe to the SLA

Please complete the following to confirm your subscription for the calendar year 2022.

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 October census) of subscribing school / academy / partnership group*	
<i>*please list individual schools/academies which form your group if applicable</i>	

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

Organisation Structure	VC / VA / Academy / federation / MAT	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 pro-active in making arrangements;
- 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 10 working days' notice if they wish to cancel or re-schedule a visit.
- Pay invoices promptly.

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

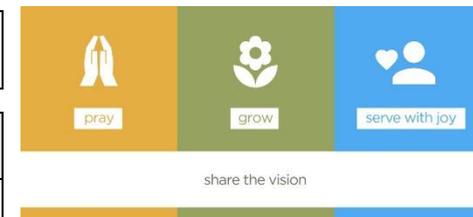
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

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# 2022 Support Planner: SLA & 'pay as you use' services

<b>Name of School / Academy / Federation / MAT</b>	
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<b>Calendar Year 2022:</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 (½ day, full day, twilight)	Requested half term for delivery						Desired outcomes & any preferences for delivery (specific dates, venue, staff involvement, etc.)	Any Additional Cost £
		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.