

Questions / Concerns raised in Workplace meetings

Questions on Google forms

	HSPAT	St Clare	St Clare	St Francis	St Francis	St Clare	St Francis	St Clare	HSPAT	
Questions asked during meetings (blue indicates TU question)	Holy Trinity, Emmaus, St John Fisher, St Joseph's Rossington, Our Lady of Sorrows	St Albans, St Joseph's Rawmarsh, St Pius X	All Saints, St Patrick's, St Thomas of Canterbury, St Wilfrid's	St Mary's High School, St Mary's Primary, Immaculate Conception, St Mary's Maltby, St Joseph's Dinnington	St Francis Xavier, Holy Family Stainforth, St Mary's Edlington, Holy Family Worksop, St Joseph's Retford	Notre Dame, Sacred Heart, St Ann's St Catherine's, St Marie's, St Mary's	(All from Holy Family Worksop)	AS All Saints. SH Sacred Heart. ND Notre Dame. SM St Mary's	(All from St John Fisher)	Answers
	Monday 24 Jan	Tuesday 25 Jan	Wednesday 26 Jan	27-Jan	Monday 31 Jan	Thursday 3 Feb				
PFI Issues	Y		Y			Y				One school has an historic PFI arrangement in place. Legal teams advising the MAT, the Diocese (and the relevant Diocesan Board of Education) and the relevant Local Authority continue to work through agreeing the documents necessary to enable the transfer.
How will the joint-denominational schools work ?	Y		Y		Y	Y				The status and practice of schools which are joint Catholic and CofE will not be changed. The CMATs have been established in agreement with the Anglican Dioceses of Sheffield, Leeds and Derby. The DBEs will jointly appoint a director on the CMAT trust board once those joint schools join the relevant CMAT. The status of the schools is protected in the funding agreement and clearly acknowledged in the scheme of delegation which sets out the rules that the trust board and governing bodies must work to. A separate memorandum of understanding is also being put

										in place to agree how the Dioceses will work together.
Paying into LA pot for facilities time?	Y	Y	Y	Y	Y (want confirmation)	Y (CONCERN RE 'DELTA')				Both CMATs are committed to signing a Trade Union Recognition Agreement and in principle to paying into the relevant LA pot for facilities time. Our TURA statement, which we have indicated a willingness to sign, commits the Trust to honouring all commitments to facilities time agreed by schools forum. Specifically, as follows: <b>Facilities for Trade Union Representatives and Members</b> 1. St Francis/St Clare Catholic Multi Academy Trust agrees to provide appropriate facilities to trade union representatives and members in order to enable them to discharge trade union duties and undertake trade union activity respectively and to facilitate the objectives of effective communication and consultation with employees and their representatives set out earlier in this Agreement.2. Each Academy will buy into facilities through their local authority where available subject to review contemporaneously with any review of this agreement.3. The Trust will make arrangements for the deduction and transfer of union subscriptions through payrollWe

									are currently reviewing contracts to ascertain if there were any settings which did not previously buy-in to understand their specific situations. This does not detract from assurances previously given. To pick up specifically on the reference to a 'Delta model'. We categorically confirm we are not operating any such a model in the CMATs set up.
Check pension for gaps	Y	Y	Y	Y	Y	Y			Staff should check the Local Government Pension Scheme Portal (support staff) and Teachers' Pensions portal (teachers) before and after transfer.
Teachers pay - commitment to Burgundy book? What about staff who join after?	Y	Y	Y	Y	Y	Y	Y		We confirm our commitment to the STPCD and the Burgundy Book. As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer, if no changes are made. If hours, roles or contracts are varied following the transfer (after consultation and by agreement in the usual way), a new contract would be signed. The CMAT has adopted core CES model policies for HR

										which will be familiar to all Catholic Schools. The Measures letter has committed the CMATs to a Trade Union Recognition Agreement based on the TUC Model amended only to reflect the Catholic (or Joint Church) character of the schools and the obligations on them as a consequence.
Why are schools grouped as they are? Not geographical.		Y								Schools and academies are grouped in existing families of schools.
Holy Spirit Umbrella trust - how will the MAT affect this?		Y		Y						The Holy Spirit Academy Trust led by St Bernard's in Rotherham asked to remain outside of the CMAT project at this time. We have respected this request.
NASUWT queried what information has been sent to staff to date.		Y		Y						A range of information has been sent to staff, for example, summary measures information, with the full version available on the Diocese of Hallam Website MAT Project section, together with all FAQs provided previously.
NASUWT queried HR policies - whether some schools still on the Rotherham T&Cs		Y								Some schools will still be on the Rotherham T&Cs, protected by TUPE. As we are seeking a frictionless transfer, employees will remain on current arrangements, with their Terms and Conditions protected in the No Measures TUPE transfer. The CMAT has adopted core CES model policies for HR which will be familiar to all Catholic Schools.
If MAT crosses regional boundaries policies are renegotiated				Y						St Francis CMAT does cross regional boundaries and as such is treated as a major employer by NASUWT.

REQUESTED COPY OF SLIDES										Copies of the workplace PowerPoint slides were uploaded to the (LINK) website following the meetings.
MATS have their own pay scales, will we continue with our current pay scales?	Y									The TUPE process is No Measures, so current pay and conditions are not changed. Both CMATs have committed to the teachers national pay and conditions Burgundy Book and equivalent for Support Staff.
Will we be made to work in another school (teaching staff)	Y								Y	There will be opportunities for roles and secondments to work across more than one school and/or with the central team, but members of staff will not be required to do so. There will be no change to contracts.
Where do support staff go to check their pensions?	Y									Staff should check the Local Government Pension Scheme Portal (support staff) and Teachers' Pensions portal (teachers) before and after transfer.
Given all the letters flying about disputing the process, what reassurance can be offered to everyone about the plan going forward? Should we be concerned or reassured?	Y									The Bishop's vision remains that all 47 schools will join one of two CMATs. The DfE, RSC and Diocesan/schools' legal advice has assured us that the processes that are being followed are appropriate and compliant with legislation. The Diocesan position has not changed, whilst recognising that more time may be needed by some schools to assess the benefits of joining the CMATs and to get comfortable with this. It remains the Bishop and Trustees wish that schools join the two CMATs and this should give reassurance about the commitment to the plan going forward. There are 3 different, phased entry points. All

										conversions/transfers are subject to consultation and governing body/board resolution to proceed. Not all schools are ready to join immediately and some have asked to defer to a later date or not to join at this stage.	
If services are centralised, the SBM role in school will be different – will we be asked to work in different schools?										As the CMATs and the governing bodies/boards (as current employers) are seeking a frictionless transfer, employees including School Business Managers (SMB) will remain on current arrangements and not be moved to work in different schools, with their Terms and Conditions protected in the No Measures TUPE transfer. Whilst it is likely School Business Managers will work more collaboratively together with the support of the CMAT central team, looking together at opportunities for example to jointly procure services, we do not expect the SBM role to change significantly and any minor adjustments will be in line with the role responsibilities as currently expressed in their terms and conditions of service.	
St Bernards has withdrawn from joining the St Francis mat. What disadvantages to joining a CMAT have led them to make that decision? I appreciate you might	Y									Y	The Holy Spirit Academy Trust led by St Bernard's in Rotherham asked to remain outside of the CMAT project at this time. We have respected this request.

be subject to confidentiality										
The changes due to the scheme of delegation and centralisation will reduce the workload of some roles such as business managers and clerks to governors within schools. What will happen to these roles - will the staff be offered redeployment /redundancy?			Y							<p>As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer. There will be no TUPE related redundancies. Centralised roles and processes will change aspects of day to day work for some of these staff. These changes will come over time. Experience in other MATs is that this often frees time for these members of staff as the main things which are removed are the processes that are repeated in every school. Some of these members of staff may be interested in taking on central roles or work across more than one school. There will be opportunities for this. For those who do not wish to work in this way, there will be opportunities in their own school to make use of more time. Current contracts e.g. clerking services, will novate across as part of the transfer. Governing bodies remain in place and continue to do much of the work that they do now, renamed. They are responsible for the things that happen day to day in schools, with the trust board keeping an overview and supporting them in that work. The trust board makes decisions about things that affect lots of schools, doing so in consultation with governing bodies. New</p>

									Local Academy Committees will continue to need volunteers and foundation governors locally.
Will the Head make decisions, or will it be the will of the CEO			Y						Head teachers will remain the registered head teachers of their schools and have the same legal responsibilities. Delegated authority will be given to perform their role as they do now, working with their Local Academy Committee on the day to day running of the school. Work with the CEO and the trust board will be around strategic decisions and information that affects all schools, giving head teachers the opportunity to shape the delivery of a Catholic education in their areas.
Will the dates of school holidays be delegated?			Y						Yes – see answer above.
How in particular will students benefit from the CMAT?			Y						The main benefit will come through greater collaboration, sharing of best practice and pooling resources to work together in facing the most difficult challenges for young people (e.g. SEND, PP)

What are the measures of success for the MAT?			Y						Over time we would look to see increased resources (time and/or money) available for development work. Increased collaboration which reduces workload and improves the quality of Catholic Education and joint Catholic/Anglican education by sharing expertise and solving problems together. As noted, there is a particular focus here in the challenging job of meeting the needs of those with the greatest barriers to thriving in our schools.
Is there also potential for CMATS to access significant funding streams that individual schools can't			Y						Yes – some funding for innovation and research grants is only available to larger organisations. As the CMATs will meet the threshold for a direct schools capital allocation, there is the opportunity to approach capital projects in a more structured planned way. We expect the CMATs to continue to be able to access any school improvement and capacity development grants that might be available to larger MATs.
Will roles for central finance be in a new premises?			Y						There are no plans for new central premises at this time. We would explore this only if it becomes apparent it is needed and affordable.

<p>What is the TUPE procedure - what does Gov body need to do?</p>				<p>Y</p>						<p>TUPE is a piece of legislation that protects your rights as an employee when you transfer to a new employer.  TUPE stands for Transfer of Undertakings (Protection of Employment). A 'TUPE transfer' happens when an organisation, such as a school or academy, is transferred from one employer to another. In the case of the Hallam Diocese, TUPE applies when a VA School or existing academy joins either St Francis or St Clare Catholic MAT. Full details of Chair/Governor actions and relevant timescales have been shared with schools (March-April conversions), e.g. the measures letter and other guidance. Having been notified of any measures (and in this case there are no measures planned) the Governors (or Directors in the case of any academy trust), as current employees, are required to consult with staff. This has been undertaken in a series of workplace meetings to which all staff in all schools have been invited, along with their representatives. These meetings will be in addition to any meetings held in school. The Governors are able to access support from Winckworth Sherwood (acting on behalf of Governors as well as the CMATs) and draft documents have been provided for Governors to issue to staff and their representatives e.g. letters for staff have been shared for tailoring to the school's specific needs. Copies of key documents such as the full Measures Letter, are also</p>
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										available on the Diocese of Hallam Schools Website.
When will the gov body get the consultation report ?				Y						The formal stage of the TUPE consultation closed on 11 February 2022. We anticipate the Report will be shared w/c 14 February.
Is there a CFO in place, will everything be ready?				Y						Yes, CFOs are in place. Across our CMATS (board of directors, and interim CEO we have a mix of people with significant knowledge of and commitment to our schools, with current and former members of school staff (including head teachers) and former governors in our schools). They are supported by the CFOs with significant experience working in large MATs and in other similar organisations. We are taking advice from a wide range of people who have a similar broad experience of setting up and working in different roles in large MATs. We are drawing on all that experience not just now, but will

									do as we develop our CMATs together. Evidence says that it takes around 2 to 3 years to fully establish all the benefits of a MAT of this size and that it is best done step by step, ensuring that changes serve the needs of schools, are made at a pace which is manageable, sustainable and that they are always affordable.
What will the top-slice be? Will it be the same for all schools?				Y					Clear Diocesan guidelines have been set for a cap on any top slice or 'Management Fee' (at 5%) - this will not be breached. Boards have communicated indicative information for budgeting purposes, for example that the % will be restricted to the GAG allocation, not a percentage of all school budgets, as the CMATs wish to protect e.g. Special Educational Needs and Disability budget allocations in full. The money is designed to cover central costs such as audit, pay and pensions, e.g. to manage payroll services, advisory support to enable risk management and liaise with HMRC, ESFA and DfE on a CMAT-wide basis. A percentage has been identified as a budgeting tool to allow for 2022-23 forecasting and planning to commence. The aim is for the CMATs to take a similar approach.
Will the school day (timings) change?								AS	Head teachers will have the same role in delegated authority as they do now, working with their Local Academy Committee



<p>There are also some concerns that not all staff have joined the consultation as advised by their union.</p>					<p>Y</p>				<p>The purpose of consultation is to enable questions to be answered and to hear any concerns. We respect the right of staff and union representatives to choose not to engage but the consultation continues. All staff, whether union members or not, were welcome to join a number of workplace consultation meetings held in January and February. These were designed to enable governing bodies/boards (as the current employers) to engage with staff and supplement the information that has been provided. These meetings were facilitated by the Diocese and involved presentations from the CMATs. Staff were able to attend any meeting, not just those for the relevant CMAT they would be joining, and could attend as many times as they wished. The PowerPoint slides were and are available on the Diocesan Website for anyone who missed the meetings. Google forms have also been made available to invite questions and feedback from staff representatives and various stakeholders. Email questions were also received and responded to, including those questions asked by Unions on behalf of their members. Some Governing bodies and boards have arranged their own meetings. Schools have invited to bring questions via Heads and Chairs, HR and other representatives not only via Unions. CMAT CEOs have also attended meetings with families of schools, awaydays and</p>
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										<p>responded to emails seeking to be as flexible and inclusive as possible. The advice we have received is that whilst the approach to the consultation meetings has been different to normal methods, there has been extensive engagement with staff and their representatives appropriate given the No Measures TUPE and all legal duties have been satisfied. Schools not converting/transferring until September will have more time to engage with staff and their representatives.</p>
Will we have to reapply for our jobs?										<p>Employees will not have to reapply for their jobs. As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer. The CMAT has adopted core CES model policies for HR which will be familiar to all Catholic Schools.</p>
Will we have to do a skills audit to show what we can do?										<p>As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer, and would not have to do a TUPE-related skills audit.</p>

<p>Would Nottinghamshire TAs go to term time only/paid for 46 weeks over the year - meaning we would lose money?</p>							Y			<p>As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer, and would not lose money as a result of TUPE.</p>
<p>What happens in terms of teacher appraisal – are these still with the head teacher?</p>							Y			<p>Teacher appraisals continue as currently as we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer,</p>
<p>How big will the central CMAT team be, and what roles will this team consist of? Will this team be assembled from existing staff within schools, with staff having to accept new contracts to take up the positions?</p>										<p>Centralised roles and responsibilities include CEO Leadership, CFO and finance, legal, Data Protection, HR e.g. payroll, audit and compliance. Essentially these are the regulatory functions. Some staff working in schools may be interested in taking on central roles or work across more than one school. There will be opportunities for this including a form of secondment. Those roles would be taken up voluntarily, with new contracts if appropriate. No significant changes are contemplated for those whose current responsibilities include elements of these roles, for example headteachers in single academy trusts will currently serve as the trust's accounting officer, but going forward they will not have this responsibility but will retain all the usual responsibilities of being the school's headteacher. Essentially, any time saved from currently fulfilling the regulatory functions either as an existing</p>

										trust or because aspects are being co-ordinated centrally will be refocused within their own school as part of their normal day to day responsibilities, utilising the current flexibilities in their role.
When will the consultation questions be available for governors?										The consultation ended 11 February and then we anticipate Governing Bodies and Boards will meet to confirm their resolutions. Due to the timing of half term, we expect to be able to confirm the first tranche later in February. The responses will be collated into a report. We anticipate consultation reports and questions and answers, across both CMATs, will be made available following the consultation process, for wider circulation week commencing 14 February 2022.

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<p>From a Business Manager's point of view, the timescale of conversion on 1st March for Phase 1 seems ambitious considering there are still a lot of questions to be answered in relation to the setting up of the MAT and how it will run. Does the MAT not think it would be best to delay the date for the first phase until more information is available? Business managers at recent meetings have shown concern as to how they will be able to make the transfer as smooth as possible with all the complications that could arise, especially in relation to change of systems and bank accounts (direct debits, payments in, payments out, wages, etc.) with such a small time scale. Questions are still being asked as to whether we will operate centrally or locally? Working parties to determine this have yet to be set up with the first date for working party meetings not being scheduled until 7th February.</p>								SH		<p>See comments earlier about the timing of transfers and conversions. Those schools needing more time have been given more time. As we are seeking a frictionless transfer, employees will remain on current local not central arrangements, with their Terms and Conditions protected in the No Measures TUPE transfer. All contracts including commercial contracts such as payroll that schools currently have in place will be novated and will move to the CMAT. Other than insurance, audit, HR and legal support, which will be put in place at CMAT level, new systems and CMAT wide tenders will not be set up immediately but approached progressively and in collaboration. Any existing RPA arrangements will simply transfer over. We appreciate the impact of half term and other holidays and all steps are being taken to ease any burden on school teams and to make the process as frictionless as possible.</p>
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<p>Procurement/tenders for different systems are still to be undertaken meaning finance systems are being set up on a temporary basis only to be redeveloped again following trials in the Summer duplicating the process. The half term holiday 14th February will mean most if not all staff will be unavailable during that period and consideration must be given to the fact that not all admin/business staff work the same hours, weeks per year.</p>										
<p>Have the Governing bodies of the trust schools formally requested to join the MAT by issuing an order to do so?</p>								<p>SM/ND</p>		<p>Governing bodies/boards cannot join the CMAT without having resolved to doing so. These resolutions may be subject to consultation or made after and with the benefit of consultation. Those subject to consultation will delegate final decision making and document signing to the Chair, as is normal practice. All resolutions will be passed on the understanding that all legal processes have been fulfilled and that both Diocesan and DfE requirements have been met. The date set for joining a CMAT will be a matter of agreement by the school, the CMAT, the Bishop and Trustees and the Regional Schools Commissioner (the Academy Orders issued by the Department for Education being evidence of this agreement and</p>

										permission for a school to join the particular CMAT).
No TUPE related but about the MAT generally. I am totally on board with the vision and advantages of the MAT. My concern is that the MAT will not be sufficiently dictatorial (for want of a better word!) and that for a small school, the advantages will not be realised. I would love to see many processes and procedures centralised so that primary leadership teams are freed up to focus on school improvement with regards to teaching and learning. I have heard lots about schools keeping autonomy and governing boards keeping control, but I am concerned that this will lead to a MAT that exists in name only and										The CMAT Boards are very conscious of the need to manage autonomy and accountability and appreciate all schools will want to move forward together at a pace that is comfortable for them. We welcome all contributions to realising the benefits of working as large MATs as quickly as possible.
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<p>schools will be left to deal and cope with many issues that currently take up so much time and energy such as budgets, policies, complaints and HR. Whilst autonomy is a laudable aim, there are some areas where primary leadership teams would be happy to lose control so that they can focus on teaching and learning.</p>										
<p>If I change my hours or vary my contract post MAT would I be given a new MAT contract or do I keep my existing contract.</p>										<p>If hours, roles or contracts are varied following the transfer, a new contract would be signed. As we are seeking a frictionless transfer, employees will remain on current arrangements reflecting regional situations, with their Terms and Conditions protected in the No Measures TUPE transfer, if no changes are made. The CMAT has adopted model CES contracts and core CES model policies for HR which will be familiar to all Catholic Schools.</p>

<p>Will the Business plan be available before the final decision has been made to join? (Costed, fully evaluated and proven?)</p>										<p>The business plan for the CMATs was agreed between the Diocese, the DfE, the ESFA and the RSC. It goes through rigorous checking to ensure that it is a safe and affordable model. There is lots of flexibility within the model about how it is built up in practice. Questions about exactly what roles are needed in a central team, how quickly they are filled, many policies and procedures and how governing bodies and the trust board communicate are all there to be developed and refined in practice over time. Good practice suggests that this happens over 2 to 3 years, so that changes are manageable. These plans will be added over time in consultation between schools and the trust board as we grow together. All business plans for converting and transferring schools/academies will continue on a frictionless basis as contracts novate for the current academic year as the Business Plans for 2021-22 will be inherited by the Trust. Over time these plans will be reviewed e.g. as contracts come up for renewal – longer if contacted services continue beyond that date. We have ambitions for centralised data protection/GDPR support and for a cloud based-ICT/data services in due course, for example.</p>
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<p>Why has there been no consultation with business staff so that they are prepared for the changes that will take place? (Systems, training, etc)</p>										<p>All business systems for converting and transferring schools will continue on a frictionless basis as contracts novate for the current academic year as the Business Plans for 2021-22 will be inherited by the Trust – longer if contacted services continue beyond that date. Over time these plans will be reviewed e.g. as contracts come up for renewal. Colleagues e.g. newer members of staff, who need training on their existing systems can seek support from CFOs. CFOs and CEOs are meeting Heads and School Business Managers. Business Management Networks will be set up in due course to enable feedback and information exchange – including seeking Business Management input to new opportunities and developments. Training and support will of course be offered if new systems are introduced in future.</p>
<p>When will we receive detailed financial information of exactly what the top slice will be? What will the money be used for?</p>										<p>Clear Diocesan guidelines have been set for a cap on any top slice or ‘Management Fee’ (at 5%) - this will not be breached. Boards have communicated indicative information for budgeting purposes, for example that the % will be restricted to the GAG allocation, not a percentage of all school budgets, as the CMATs wish to protect e.g. Special Educational Needs and Disability budget allocations in full. The money is designed to cover central costs such as audit, pay and pensions, e.g. to manage payroll services, liaise</p>

										with HMRC, ESFA and DfE on a CMAT-wide basis.
If other schools delay, how will that impact on the top slice?										Converting and transferring schools and academies will pay on a monthly basis on joining, regardless of the date they join. The cap cannot be breached. From the outset the project envisaged 3 different points of entry. Some costs will vary according to the number of academies in the Trust, for example, the number of audits required should schools/academies join at different times. This variation will be built into the budgeting framework.
What happens if schools can't afford the 5%?										The final cost will be less than 5% (Cap) as the management charge will be shared across all schools as a common percentage of the grant funding per pupil. Schools will not be put into a deficit position. Where a school cannot afford the full amount, this will be covered through shared reserves until such time that the school can pay and, indeed, can put money back into the shared reserves. Budgeting is very careful to ensure that the central team is affordable with projected surplus and reserve funding. This is rigorously checked by the ESFA, the agency that oversees funding for schools. The CFO will also be working with schools to help ensure that schools don't get

