

# Head Teachers' Bulletin – St Clare CMAT – 18<sup>th</sup> July

## Events this week

### School visits

St Marie's – Monday 18<sup>th</sup> July 11.00-1.00pm

## Actions from this Bulletin

### Action from St Clare Heads' meeting

1. Please visit the link below to give feedback on the focus for subject networks, dates and venues for next years' meetings. It would be helpful to have this before the end of term so that I can work on it over the summer.

<https://forms.office.com/Pages/ResponsePage.aspx?id=l4x9viv7-EyF9V4qku-M7WFKEAxkXAhCmh53zjxxvnBUOENFTUxOVUFDNEVZVjhYSUtRRDU3MVdESi4u>

2. Please share with Steve any format(s) for SEF/SIP that you use or have seen if there are elements that you find helpful – this will inform work over the summer on a common SEF and SIP format

## Actions from last week

### Safeguarding Policy –

**Schools joining St Clare in September will need to adapt or add to the sections highlighted in yellow** to make them relevant to your school. You should take the 'personalised' version to your first local academy committee meeting of the year for approval of the school level amendments.

**All other schools can amend and use the policy if it is helpful.**

**SATs results** – Schools joining St Clare in September, as requested below, please share your SATs results via the form at this link <https://forms.gle/r9H4tbvFbzuNGUR6A> or if you already have them in a document, you can just email that to Anita.

**TUPE report for governors to adapt and share** – Please share the Template Governing Body TUPE Report attached with your governing body. Governors can amend this report as they wish as a report on the end of the TUPE process. We would recommend that governors share the report (or their own alternative if preferred) with all members of staff.

**Share photos and logos for the St Clare website** – If you are joining St Clare in September, please share a PDF version of your school logo and any photo(s) (without children – GDPR reasons) of your school that you would be happy for us to use on our St Clare Website. Please send these via email to Anita.

**Spend thresholds and payee names** – Please note the requests below from Anita for information that Adnan needs to inform his work over the summer.

**The spend thresholds are needed from any school that is likely to join St Clare by Sept 2023** and can be returned via this link; <https://forms.office.com/r/Ky6impqCqe>

**The payee names are needed only from those schools joining St Clare in September** and can be returned via this link; <https://forms.office.com/r/PYHXUPyMji>

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### New Updates (since last bulletin)

#### St Clare Heads' Meeting – Notes

Many thanks to everyone for your input and discussion at the Heads' meeting last Tuesday. I have included a copy of the notes with this bulletin for convenience.

Please do note that there are a couple of actions highlighted in the section above.

#### Website

Many thanks to everyone who has managed to find time to send photos and/or logo from your school to include on the new St Clare website, which will be live before September.

If you haven't had a chance to do this yet I would be grateful if you could get something to Anita before the end of term so that we can ensure that all schools are reflected in some way when the website goes live.

At this point, we are only making this request of schools who will be joining the CMAT from September. We need a PDF copy of your school logo. We would also love a photo or photos of your school, unfortunately without children on them. The photos will be used on the front page and on various banner headings.

#### Thank you

I just want to say thank you again to you and your staff and governors in this last bulletin of this academic year and the last before St Clare CMAT goes live in September.

Thanks to all staff and governors who have had additional things to do because of the opening of the CMAT. I don't take lightly the commitment being shown, especially when I understand the worries that some people have at this moment of change. It is that commitment to make it work that I truly believe will make our CMAT a real benefit and strength for us all.

Thank you personally for your support. After the endless conversations and many false dawns, I certainly feel excited to finally be on the verge of starting on something real. I was certainly energised by the discussion on Tuesday morning, as we looked at the practical things we can start to do together to tackle some of the challenges we all face.

Many of you have reflected on this year as having been one of the toughest you have experienced. Whatever your year has been like, I hope that your term ends well for your children and young people, your colleagues and for you. I hope that you do have a really good summer and I pray that it is for all us a time for the Holy Spirit to create in us something new – true **recreation**.

God bless

Steve

### Items from previous bulletin

#### TUPE

I have attached a template TUPE Governing Body Report, which includes the FAQs and report from St Clare. This template can be adapted (see highlighted sections in yellow) to personalise to your school. It is designed to provide governors with a summary of what has been done and also to be

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shared with staff as a way of governors closing the consultation. If you have not yet had your final governing body meeting of the year, it can be considered in the meeting, or it can be shared electronically for any comment with governors.

It is not statutory and governors can take an alternative approach if they wish. The important thing is that governors are able to acknowledge what happened through the TUPE consultation, be assured that any issues have been addressed and be able to communicate this with staff.

### **Spending Thresholds and payee names**

Anita has sent requests for information about spending thresholds (all schools) and payee names (those joining in September only) to your business managers. This is a reminder to any colleagues who have not yet returned the information and a thank you to all those who already have. The information is needed to ensure that the St Clare bank account has spending limits that do not stop things from happening and also to ensure that we can process any payments to you that are sent with your school's details instead of the new bank account details.

The links for returning the information went out via email from Anita, but are also included in the "Actions" section above for convenience.

### **Head Teachers' Appraisal – Schools joining St Clare in September**

I have had a few queries about head teachers' appraisal arrangements for schools joining St Clare CMAT in September.

In short, you should plan to do it in the same way that you have in the past which for most if not all will be through a committee of the governing body supported by an independent adviser. I am very happy to be involved with the process and if that would be helpful, please do get in touch so that I can book things into the diary.

Head Teacher appraisal is delegated to the local academy committee and an independent advisor is recommended. In future years, we can look at how we can support that centrally through the CMAT if/where there are advantages in cost and/or improving how it works for everyone. For this year, given that we are finishing a cycle started before the CMAT existed, it is best to keep it as consistent as possible with what you have done in the past.

In future, the CEO will sensibly have an input into supporting evidence of progress against objectives and setting new objectives for the year ahead. This year it would make most sense for me to have some input into considering objectives for the year ahead, taking account of the trust wide priorities and how they connect to your school.

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