



called to be a people of

hope



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Deepening prayer, enabling communion, strengthening mission

"Leadership is not magnetic personality that can just as well be a glib tongue. It is not 'making friends and influencing people,' that is flattery. Leadership is lifting a person's vision to higher sights, the raising of a person's performance to a higher standard, the building of a personality beyond its normal limitations."

Peter F. Drucker

Well another summer holiday is over and the start of another school year begins. For some it is the beginning of a leadership journey and a new venture in a new position. For others it is further development of their existing journey. Whichever it is I hope that it will be a positive year. It will undoubtedly bring its challenges. However take time in your role to reflect on all the good that is going on around you in your school and the positive impact that you and others in your community have. Take time to celebrate.

Websites

As you start the year please ensure that your website has been amended accordingly with all the most up to date information. It needs to be remembered that this is the first impression that the majority of people interested in finding out about your school will have about it. This is especially the case if you are due an Ofsted. If you are not compliant with your website it could automatically begin a perception of 'in what other areas is the school not compliant?'

In randomly looking at some of our schools' websites some are not compliant. Ease of access to information is also an issue with some of our schools. It is a good idea to ask someone with no knowledge of the school or website to look through it.

To ensure you are compliant with requirements please go to;



<https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Question: When and who is updating your website? Is it fully compliant? Are things easily accessible? How often is the website checked and altered accordingly? Is there someone designated specifically for this task?

Contact details

At the start of the year there is likely to have been changes to key personnel in the school i.e. the head, business manager, RE lead, Chaplaincy lead. In order to ensure that appropriate and vital communication gets to them it is essential that we are provided with their email addresses.

If changes have occurred could you please contact Graham Tiley at: graham.tiley@cliftondiocese.com with the updated information as soon as possible.

Question: Which personnel have changed and who will provide the contact details to the diocese?

KS2 provisional outcomes

Thanks to all those who have already sent in their provisional results. It proves very useful to have an indication as soon as possible as to any possible issues and how to be supportive.

Indications are that overall our schools have performed better than last year. This does fit the national trend shown by the increase in the national average of 61% achieving expected outcomes in reading and maths.

Question: Have we sent in our provisional results to the diocese?

Update on Analyse School Performance and RAISEonline

You should be aware that the Raise on Line site officially closed on the 31st July 2017. The Department for Education (DfE) has now launched an updated and improved version of Analyse school performance (ASP) on 19th July. The service now provides 2017 Question Level Analysis (QLA) data and named pupil data. You should have all been contacted and set up your passwords to access the new site.

Question: Do we have our appropriate passwords set up to access the new site? Are we using it to support our analysis?

Funding Allocations for the financial year 2017 to 2018

As you may have heard in the news Justine Greening the Secretary of State for Education announced there would be an additional £1.3 billion for schools. As to where this is coming from she has explained this in her speech which is available at: <https://www.gov.uk/government/speeches/justine-greening-statement-to-parliament-on-school-funding>.

Benchmarking

Whilst all schools are different and have different needs it is useful and beneficial to benchmark your spending with similar schools. Benchmarking helps you as leaders:

- look at spending in the overall areas of teaching staff, support staff, supplies and services and buildings and land, as well as sub-categories of spend;
- compare your spend with other similar schools which may lead to questions as to why you are perhaps spending

far more than other schools in certain areas;

- inform your school development process.

With greater budget constraints for schools and the need to look at efficiency and areas for savings the following site is a good tool to aid the discussions.

<https://schools-financial-benchmarking.service.gov.uk/>

With greater partnership working it could provide the resources committee with data upon which future procurement or staff sharing routes could be based.

Question: Who is accessing this site and how is it being used to support self- evaluation and ensuring best value?

OFSTED

For many of you this is the year you are expecting OFSTED. It is important to remember that whilst there is a cycle to which they are working they can come in earlier than expected. They are not working to exact dates. Whilst I am pleased to report that in the majority of cases our schools have either retained their good judgement or moved from requires improvement to good, they have all said that it is an extremely rigorous process and one where governors are really challenged; and where safeguarding and health and safety is a very high priority. Whilst there are overall clear compliancy requirements that need to be met the manner in which they are scrutinised and the areas that are subsequently looked at are varied. Key aspects that have been looked at in recent inspections that you need to be aware of are:

- Governors monitoring and checking of health and safety risk assessments e.g. risk assessments of outdoor play areas for Early Years, risk assessments of early years pupils going to the toilet, risk assessments for all trips
- Risk assessments related to playground supervision and areas that may be accessible by pupils but not obvious e.g. bushed areas that pupils can get behind and not be seen by supervisors
- Heights of boundary walls- can pupils climb over them
- Monitoring and checking of such things as fire drills and compliance with the number of

Year 7 literacy and numeracy premium funding

Secondary schools need to be aware of this funding and ensure that the funds are used appropriately and in a way that is easily mapped and impact measurable. A report related to its use must be published on the school’s website.

Schools’ allocation of funds for 2017 to 2018, will be the same overall amount of year 7 catch-up premium funding they received in 2016 to 2017. It will however, be adjusted to reflect the percentage change in the size of your year 7 cohort, based on the October 2017 census. For maintained schools you will receive the funding from the LA who will receive the funding on 28th February 2018. For academies you will receive the funding on 1st March 2018 directly from the Education and Skills Funding Agency.

Question: How much do we expect to receive this year? How have we planned to use it and measure the impact? Is a report on how it was used last year on our school website? Can my governors answer if asked how it is used?

- times they have been done.
- Risk assessments for pupils attending alternative provision e.g. is there a mechanism to report if they do not turn up
 - Correct use of terminology on documents for safeguarding such as the single central register
 - Records of training and when they expire and how reaccreditation is planned for.
 - How the number of accidents are recorded and monitored to look for any patterns indicating health and safety issues.
 - Use of rooms for intervention etc without paned doors or any windows
 - Follow up actions on safeguarding self-evaluation audits.

It is very important that a log of checking by the appropriate governors responsible for safeguarding and health and safety is kept and reported on at full governing body meetings. Many governing bodies are now ensuring that there is an annual overall summary of monitoring related to safeguarding and health and safety which clearly highlights what has been done, any issues how they were or are to be addressed. I have attached a copy of a health and safety summary template drawn up by Bristol LA and used by some schools.

In many cases the time taken to undertake all the safeguarding checks is not enabling the inspectors to assess teaching and learning and outcomes for pupils in the one day resulting in the inspection going into a second day. As a result this there is a view that in the future schools will receive two

separate inspections: a compliancy inspection related to safeguarding and health and safety and an Ofsted inspection that will focus on outcomes. This is the approach with the independent sector.

There is also a consultation currently underway related to how short inspections may be undertaken. The key elements for change are:

- a) When a short inspection converts, the full inspection will be completed within a maximum of 15 working days, rather than 48 hours. However, where an inspection converts because of safeguarding concerns, the full inspection will still be completed within 48 hours.
- b) A full inspection will automatically take place where Ofsted has prior evidence that a school is in complex circumstances. Ofsted will select these schools through the standard risk assessment process.

Can I please remind you to inform the diocese when you receive notification of an Ofsted. This is in order for us to be supportive and attend feedback if possible or speak with an inspector to support the journey you may have been on.

Diocesan Monitoring Visits.

Just to remind you that these have now begun to be implemented. Two have already been undertaken and the schools involved found them very beneficial and positive. These are undertaken in the 3rd year following the last full inspection. No report is published. Outcomes are simply shared with the leadership and governors. Schools are given 5 days' notice.

Fire Safety

Following the Grenfell tragedy attention is being paid to schools that have recently undergone refurbishment but also how fire safety is adhered to in all schools. To support you understanding the risks and complete an assessment I have attached a document considered to be useful.

Can I also remind you that if you use lighted candles at all or teachers use them as part of their class collective worship it is essential that you have a fire risk assessment on their use.

Question: When was the last full fire risk assessment undertaken? Do we have a risk assessment in place for the use of candles?

Devolved formula Capital Funding (DFC)- for maintained schools

Payments will have been made into your designated account in June 2017. Please remember the 3 year spending rule for this money. If it is not spent within the 3 years it will be taken back. Schools should make use of their conditions surveys when deciding which projects to use these funds for.

DFC can be used for building works or computer hardware

Question: How much money do we currently have? When do we have to spend each amount by? How are we planning to use it?

Condition Data Collection

All schools will be part of this government project to assess the condition of buildings. Some of our schools have already been visited

in the first tranche that have been done. Schools will be contacted directly to negotiate a date. Can you please email Jenny on; jenny.fitzgerald@cliftondiocese.com when you are contacted. The diocese will have access to the reports when they are published and this will support decision making for LCVAP bids.

Question: Who will contact the diocese when we are contacted?

Partnership Inset

With the development of the partnerships and budget restraints many schools within the partnerships are looking to engage in joint inset. These obviously need to be planned well in advance in order for schools to co-ordinate dates. It is also more effective use of time and money for the department to deliver to a group of schools rather than an individual school. Should you require the department to facilitate any inset then could I ask you to please make contact with the office as soon as possible as diaries do get full.

Admission Appeal Clerks and Panel Members

As the pressure for school places increase and the demands on Jenny Fitzgerald to clerk the hearings increase the department is looking to recruit additional clerks. With the retirement of some longstanding appeal panel members we are also seeking new ones. If you know anyone who may be interested in either position could you ask them to contact Jenny on; jenny.fitzgerald@cliftondiocese.com

Dates for the diary- all information in the Booklet of Courses

- 27th September 2017 Introduction for new Heads, Deputies and Assistant Heads

- 13th October 2017 Heads Conference
- 15th November 2017
- New framework for Denomination Inspections
- Education Mass 26th June 2018

Galatians 6:9

**'And let us never slacken in doing good;
for if we do not give up, we shall have
our harvest in due time'**