



A FUTURE  
FULL OF HOPE  
CLIFTON DIOCESE



# Clifton Diocese Service Level Agreement

## Service Level Agreement with Schools/Colleges

### How the Schools and Colleges Department is funded

The departments core services are primarily funded by the diocese through the allocation of a specified budget in recognition by the trustees that it is necessary to provide personnel to support and ensure that Canon Law requirements and the Bishop's responsibilities are fulfilled. However, expectations and responsibilities for the protection of Catholic education have significantly increased over the years which has resulted in additional personnel either on a permanent or consultative basis being needed and the involvement in oversight and support beyond the Catholic life of the school becoming a necessity. It is vital that schools seek advice from those who are committed to preserving the Catholic identity and objectives and in a manner that is based on a non-profit making ethos. To provide the above and ensure that those employed are of a calibre to undertake the work the diocese therefore operates a Service Level Agreement arrangement. The cost to schools is based on pupil numbers which is taken from the annual Catholic census return and differentiated according to phase of school. The current cost is:

Primary	£4.00 per pupil
Secondary	£5.30 per pupil

Schools are usually invoiced at the start of the academic school year – September.

### The Core Service Level Agreement

***It should be noted that where costs are incurred related to using outside speakers, venues and lunches etc. a non-profit based cost to cover costs is required***

#### **1. General support for headteachers, governors and school personnel via phone, email, letters, meetings, visits on the following:**

- overall leadership issues, which may include, Catholic identity, self-review, admissions, issues with the local authority etc
- religious education
- collective worship
- chaplaincy;
- role of foundation governors and/or governing bodies/directors/members;
- Catholic Education Service for England and Wales (CESEW) procedures for employment and dismissal of staff
- support for the appointment process of key SLT positions
- general staff issues
- self-review strategies
- inspection/self-review preparation
- admission arrangements and statutory processes
- admission appeal procedures and arrangements
- basic building issues and access to funding

- school organisation issues and statutory procedures

## **2. Senior Leadership**

- attendance at shortlisting and interviews for headteachers, deputy headteachers, assistant heads, heads of RE and chaplains
- support for governors in the preparation for senior appointments
- induction training for all newly appointed senior leaders
- brokerage of support for mentoring or coaching for senior leaders as appropriate
- facilitation of conferences and retreats
- facilitation and provision of opportunities for succession planning and CPD

## **3. Governance**

- administration of foundation governor appointments; maintenance of governors' and clerks' databases, facilitation of briefings or specific information sessions
- liaison with LAs and other dioceses
- advice and support on school governance, legislation, policy and guidance - both statutory and canonical
- attendance at governor meetings as required
- appointment of additional governors as needed and interim executive boards or committees (in partnership with LA's or the RSC)
- training sessions for governors and clerks

## **4. Work with the DfE, LA, CES, RSC Teaching Schools**

- attendance and participation in the National Board of Religious Education Advisers and Inspectors (NBRIA)
- participation in developmental work in religious education in relation to assessment and levels in RE and feedback to all schools
- attendance at Directors meetings to establish national policy and development of national guidelines in relation to key aspects of Catholic Education
- representation on committees to support the development of Catholic policy and processes
- contribution to national debates
- attendance at DfE and other national and/or local conferences/seminars on existing and new legislation, and educational developments
- preparation and submission of responses to DfE, LA, CES
- representation and attendance at LA and RSC meetings such as Local standards boards
- work directly with Teaching school alliances acting as a representative for Catholic schools

## **5. Collaboration and partnership working**

- work with and attend where appropriate diocesan partnership meetings

- assist schools and governors with the establishment of formal collaborative arrangements such as federation, executive headships, and MATS
- provide appropriate information and resources to support partnership workings
- support partnership inset
- provide reports and updates to the trustees on Partnership arrangements and workings

#### **6. Access to diocesan information and communication**

- provide regular newsletters for governors, leaders, chaplains, heads of RE
- prepare and circulate national and local updates.
- maintain a Diocesan school's website
- manage and facilitate diocesan courses and events

#### **7. Maintenance and development of Catholic school provision:**

- provide advice and reports to the Bishop and trustees on a regular basis to support their decision making related to Catholic Education and their schools,
- undertake regular review and organisation of school provision in liaison with schools and with relevant LA;
- advise and support schools in the statutory process for school development initiatives
- work in partnership with LAs and other stakeholders, to advise and support schools in capital programmes
- oversee the LCVAP process and act as the conduit between the schools and the DFE including where necessary on-site visits to support applications
- provide regular updates on statutory requirements related to buildings and act as a conduit between schools and the appropriate body
- provide diocesan guidance and support on admissions and appeals and respond to statutory consultations
- maintain school trust deeds
- undertake regular reviews of the constitution of governing bodies
- support schools in the development of non-statutory provision
- support schools in the development and implementation of government initiatives
- support and facilitate resources and inset for school chaplaincy
- facilitate the annual leavers mass, chaplaincy commissioning service and education Mass
- provide general materials and resources for RE
- provide resources to support the assessment and planning of RE
- support schools with the theological principles underlying RE and Catholic life of the school
- support schools in the creation, review and implementation of their vision/mission statement

- support schools in providing appropriate liturgy and worship for their students

## **8. Self-Review and Inspection**

- Manage the section 48 (S48) inspection/validation process
- implement S48 inspections and validate the process, appointment and training of inspectors
- implement a monitoring process to support self- review
- provide resources to support self - review
- speak or meet directly with any Ofsted personnel during an inspection and attend feedback if appropriate and necessary
- on average visit each school once every two years
- collate information related to school standards to support schools self-review processes

## **9. Support for Vulnerable schools or those in difficulty (Special Measures; Notice to Improve):**

- support the process of quality assuring and accuracy of any draft reports and where necessary support a complaints process
- attend, if required, a governor's meeting after section 5 or section 48 report is published;
- participate and contribute to the preparation of any press release, parents' meeting regarding the report as required;
- participate and contribute to the preparation of the action plan, as required;
- attend progress reviews, HMI/Ofsted meetings to evaluate the progress of the school;
- liaise with LA/DfE in preparation of governor/director support programme, as required.
- Undertake additional visits and inset to support schools progress in relation to Section 48 specifically.

### **Additional services that will incur costs**

- specific personalised Inset training for an individual school or group of schools
- attendance at recruitment processes beyond those that are for senior leaders
- specific personalised training/governor training for an individual or group of schools
- school review for good or better schools outside the core allocated provision
- purchase of a specific resource e.g. chaplaincy badges and certificates, document
- staff or pupil retreats
- costs of conversion to become an academy
- conferences