



**The news and information bulletin from the A & B Diocesan Education Service**



**March 2016**



## **Director's Letter**

*Dear Colleagues,*

*I hope you enjoyed a restful half term break and are looking forward to a fast-approaching Easter holiday after what is a short but intense term. As I write, I am reflecting on what a momentous time this is for education in the diocese. You will remember our Academies conference at the AMEX back on 11th March 2015, which was attended by almost every diocesan school and where we began together to consider a new model for diocesan schools. Since then things have developed exponentially and I am delighted to be able to tell you that the DfE has received applications, with the full support of Bishop Richard and the Diocesan Trustees, from nine schools within the Weybridge and Woking deaneries wishing to convert to academy status. These schools will form the first diocesan cluster MAT, to be known as the North-West Surrey Catholic Education Trust (NWSCET). NSW CET will therefore initially comprise nine of the thirteen schools located within the Weybridge and Woking deaneries.*

*We have already received formal expressions of interest from a significant number of schools in the Crawley and Lewes deaneries about exploring the possibility of moving forward as a second diocesan cross-phase cluster MAT. Alongside this, requests for meetings are coming in from several other deaneries, so it is quite clear the diocesan academies programme continues to gather momentum.*

*There is still much to do between now and September in preparation for the opening of the first diocesan cross-phase cluster MAT, but it is a testament to the hard work undertaken over a sustained period of time by the Diocesan Academy Strategic Board, the Education Service and specifically by each and every one of the nine schools involved that we have arrived at this point less than a year on from our 2015 AMEX Academies Conference!*

### **LCVAP**

*I know many of you will be anxious to hear about LCVAP allocations and please be assured that these will be communicated to schools as soon as we are able. The Diocese is currently completing negotiations with Local Authorities and with the Diocese of Chichester in order to ensure best use is made of the funds available. Our provisional allocations are being presented to the Diocesan*

*Finance Committee (DFC) on Monday 14th March for consideration and, hopefully, ratification. Schools will therefore be informed as soon as possible after that date of the outcome of their bids. Please note that requests far exceed the funds available and inevitably a number of schools will be disappointed. Please be assured that we have done all within our power to ensure funds are allocated as fairly as possible, with all bids carefully considered by a panel comprising Mark Brunet, Marie Ryan and three Headteachers in the interests of parity and transparency.*

### **GOOD SHEPHERD CELEBRATION**

*Preparations for our annual Good Shepherd Celebration are going well and we are very much looking forward to seeing you at Arundel Cathedral on 22nd June. As you know, there will be an element of pilgrimage within this year's Celebration and we will be sending School Information Packs to schools shortly. These will include information on travel, parking, risk assessment and, most importantly, an overview of the celebration, including the music and lyrics for a new, child friendly Year of Mercy Hymn, written by Chris Donovan, Headteacher at St Anne's Banstead using the two prayers developed by the Education Service. We are looking forward to all being able to sing it together in the Cathedral!*

### **CROSS-PHASE HEADTEACHERS' CONFERENCE, WEDNESDAY 18<sup>TH</sup> MAY**

*We hope to see as many Primary and Secondary Headteachers as possible at our cross-phase Conference on Wednesday 18th May. Our key note speaker is Professor Trevor Cooling who is Professor of Christian Education and Director of the National Institute for Christian Education Research at Canterbury Christ Church University. Trevor is a world renowned academic who has written extensively on Gospel values permeating the entire school curriculum, both at primary and secondary level. Prior to joining Canterbury Christ Church University, Trevor worked as Director of the Transforming Lives Project, a principal lecturer in theology at the University of Gloucestershire, secondary adviser for the Diocese of Gloucester, chief executive of The Stapleford Centre and as a secondary school Head of RE. He is Treasurer of the RE Council of England and Wales and a well-known speaker and author on topics relating to religion and education. In 2010, the public policy think tank Theos published the report *Doing God in Education* written by Professor Cooling. You can download the text of his report here: <https://www.canterbury.ac.uk/education/our-work/research-knowledge-exchange/national-institute-christian-education-research/docs/doing-god-in-education.pdf>*

### **RESERVED POSTS**

*Please may I respectfully remind schools that the posts of Head, Deputy Head, Head of RE and Chaplain are reserved solely for baptised, practising Catholics and that a supportive reference from a parish priest is a non-negotiable for a reserved post. Without this, a candidate cannot be taken forward for interview for a reserved post. It is not within the Education Service's gift to make exceptions to this. The Education Service must be party to all stages of the interview process as the Diocese has advisory rights on behalf of Bishop Richard. Please ensure you liaise with Gill Sajnog as soon as you know of a vacancy so we can agree suitable dates before dates are put in the public arena.*

*As ever, each of us at the Education Service is very grateful to you for all you do, both publically and behind the scenes.*

*With very best wishes for the end of term and for a very happy Easter,*

*Marie Ryan*

## Senior Recruitment

Just following on from the last section of the Director's Letter on Reserved Posts, please ensure that CES Contracts are used for all appointments (not just reserved posts). These can be found on the CES website at: <http://www.catholiceducation.org.uk/employment-documents/application-forms>.

## Admissions – Important statutory dates for 2017 admissions

The Admissions Code requires that all maintained schools **must** formally determine their 2017 admission arrangements by 28 February 2016, even if they have not consulted.

Please note that schools are **required by law to send a copy of their determined admission arrangements (i.e including the policy and the SIF) to the LA and to the Diocese by 15 March 2016**. They must also notify all schools within the 'relevant area' and place a copy on their website by the same date, where they must remain for the year. The school will therefore now have three sets of admission arrangements on their website: 2015-16, 2016-17 and 2017-18.

**Please note that there are still some schools that have not sent their determined admission arrangements to the Diocese. If you have not done so, please email them by 15 March to [simon.parr@dabnet.org](mailto:simon.parr@dabnet.org)**

## Updated Diocesan Admissions Guidance – Developments

As mentioned in the last edition of the Alpha Beta, it is the intention of the Diocesan Education Service to produce updated Admissions Guidance including model policies during the Summer Term 2016. Further details will be provided in due course.

## Admissions Committees

Just a clarification following an item in the January edition of the Alpha Beta ... If the Admissions Committee has delegated powers, decisions on admission arrangements can be delegated to an Admissions Committee.

However, it is strongly recommended that the full Governing Body ratifies the policy and a full governing body meeting and that this is fully minuted. Failure to provide evidence that admission arrangements have been consulted on appropriately or formally determined may result in the Schools Adjudicator finding that they have not been lawfully determined. As such, admission authorities are advised to keep records of all communication relating to consultation and determination.

## Buildings Matters

**LCVAP allocations:** Allocations to Local Authorities for the coming financial year have now been announced and schools will be notified of the status of their bids on 15 March. About £3.1m is allocated across the Diocese. With bids totalling in excess of £9.2m, we are very grateful to the Headteachers who formed the majority of the panel which prioritised the bids.

**DFC allocations:** These have also been published and can be found using the following link: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/500294/Provisional-Devolved-Formula-Capital-and-School-Condition-Allocations-for-2016-17-.xlsx](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/500294/Provisional-Devolved-Formula-Capital-and-School-Condition-Allocations-for-2016-17-.xlsx). Please note that the school allocations quoted are the 90% figures! The EFA have clarified that the promised on-line assurance form which, this year, will replace the old assurance system is currently being piloted; they are hoping to go live just before Easter. The usual March deadline for returning DFC information is being extended to the end of April to compensate for the later than usual release of the form.

**Other Issues:** A variety of issues have been raised by schools recently, covering matters as diverse as acceptable lightning protection systems, buildings insurance, employment contracts, completing LCVAP claim forms and rules on VAT – please don't hesitate to ask if you have a buildings-related issue that you are unsure about.

The **School Business Managers Forum** meeting on 3 February was well attended and some schools are following through with projects on Solar PV and energy saving. The next meeting is on 4 May 2016 starting at 10.00am. The focus of that meeting will be looking at ways of minimising costs related to employees – you can book online now at <http://www.abeducationservice.org.uk/ViewArticle/?section=Courses&id=332>. Topics will include employment of apprentices and efficient advertising.

We are always pleased to hear of topics which schools would like to explore at these meetings – please do let us know.

### Important changes to Governance Regulations on DBS Checks for Governors

As 'previewed' in the January edition of the *Alpha Beta*, the DfE has introduced mandatory Disclosure and Barring Service (DBS) checks for all governors in maintained schools (to make consistent with the requirements for academy governors).

The School Governance (Constitutional and Federations) (England) (Amendment) Regulations 2016 were laid before Parliament on 25 February 2016. The main elements come into force on 18 March 2016.

Regulation 2 amends the School Governance (Constitution) (England) Regulations 2012 as follows:

- a) By 1 September 2016, all maintained school governing bodies must apply for an enhanced criminal records certificate for any serving governor **who does not have one**; and
- b) From 1 April 2016, all maintained school governing bodies must apply for an enhanced criminal records certificate for any newly appointed governor who does not have one within 21 days of appointment.

The Regulations can be found at:

[http://www.legislation.gov.uk/ukxi/2016/204/pdfs/ukxi\\_20160204\\_en.pdf](http://www.legislation.gov.uk/ukxi/2016/204/pdfs/ukxi_20160204_en.pdf)

### Note to Clerks

Please note two amendments to the Foundation Governor application form.

1. Importantly, please note additional section in line with Government legislation regarding enhanced criminal records checks for Foundation Governors (see previous item).

<b>DO YOU HAVE AN ENHANCED CRIMINAL RECORDS CERTIFICATE?</b>	
Yes <input type="checkbox"/>	Original <b>MUST BE</b> shown to the school safeguarding administrator.
	<b>Clerk to Governors</b> must liaise with the school regarding this.
No <input type="checkbox"/>	An enhanced criminal records certificate will be applied for by the school. You must provide relevant documentation on request.
<b>N.B</b>	You cannot be appointed as a Foundation Governor without an enhanced criminal records certificate.

- The second reference request box has been amended to say “NOT current Chair of Governors or Headteacher”.

We will contact both the Headteacher and Chair of Governors for an e mail reference, this reference needs to be a different person.

<b>Please provide details of a referee who can verify your skills knowledge and experience: (This can be an employer, colleague or friend, but NOT current Chair of Governors or Headteacher) (References will be taken up)</b>						
Name:						
Designation:						
Address:						
Telephone:						

Also, we would like to again draw your attention to the Clerks letter that is sent out for all Foundation Governor appointments or re-appointments:

**As you will be aware, notification of governor resignations must be communicated to the Education Service office in writing (please provide a copy of the letter of resignation and send to [gill.sajnog@dabnet.org](mailto:gill.sajnog@dabnet.org)). The appointment of new foundation governors is carried out by the Education Service on behalf of the Bishop and you will receive confirmation of an appointment by way of this letter.**

**Please make sure any changes to the governors’ positions are promptly notified to the Education Service as it is important our records are kept up to date.**

Please note that re-appointment as a Foundation Governor for a second or sometimes third term of office follows the same process as original appointment. Application forms must be completed and references will be sought.

**A flowchart showing the amended Foundation Governor Appointment Process can be found at Appendix I.**

And finally... **An important date for your diaries:**

**Thursday 12<sup>th</sup> May: Clerks’ Forum  
10.00am 12.30pm  
DABCEC**

*a sandwich lunch will be provided*

At the May Forum, we will run through the changes to the Foundation Governor appointment process. It is very important for Clerks to attend as you have responsibilities regarding the administration of this process. We will also be talking about recruitment to senior positions in a Catholic School in this Diocese, and the part the Clerk should play.

Please contact [schools@dabnet.org](mailto:schools@dabnet.org) or 01293 511130 to book a place.



The Diocesan Charity for Lent is Mission Together and our schools have traditionally supported this charity by collecting money using the Red Boxes. The collections are gathered together and presented to Missio at the Good Shepherd Celebration (which this year takes place on 22 June 2016). Please can we remind you that your Red Boxes, which are free of charge, need to be ordered via the Missio website (see Link below).

Missio's new **Lent Liturgy** and **Activity** follow the theme of 'sacrifice and sharing' and are available to download from the website, along with their **Lenten Calendar**, which guides you through the season with a prayer, reflection or activity for each day of Lent.

All of their resources offer an engaging approach for the Easter preparations, as well as the school's RE curriculum.

**Materials Order Form**

Simply fill in the order form on the website to request your new Mission Together materials including the Red Lenten Boxes

Please pray and share  
with children overseas  
[www.missiontogether.org.uk](http://www.missiontogether.org.uk)



All Mission Together materials are free and support the RE Curriculum.

[www.missiontogether.org.uk/lent](http://www.missiontogether.org.uk/lent)

**Upcoming Courses and Events**

Full details of all Diocesan Education Service courses are listed in the CPD Handbook and are also available on the Diocesan Education Service website ([www.abeductionservice.org.uk](http://www.abeductionservice.org.uk)).

Courses this term include:

**Section 48 Inspection – Understanding the process and preparing the school community – 13 April 2016**

Outline: This course is offered to Headteachers, Chairs of Governors, Religious Education Co-ordinators, Heads of Religious Education and Chaplains as an introduction to the new Revised Diocesan Framework for Section 48 inspections. It will be an opportunity for schools to ask questions about the inspection process and for the Education Service team to share the new revised documentation to support a Section 48 inspection with participants.	
Session times:	9.30 am – 3.15 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Headteachers, Chairs of Governors, Religious Education Co-ordinators, Heads of Religious Education and Chaplains
Course leaders:	Bernadette Connor – Deputy Director Peter Ward – Secondary RE Adviser Ann Baldwin – Section 48 Co-ordinator
Cost:	£60

**Induction Training for new Foundation Governors – 18 April 2016**

## Outline:

This induction training session will outline the special duties placed on all Governors of Catholic schools, with particular emphasis on the role and responsibilities of the Foundation Governor. It will examine the distinctive nature of Catholic education and Governors' crucial role in monitoring and evaluating the Catholic life of the school.

Session times:	7.00 pm – 8.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	New Governors and in particular new Foundation Governors
Course leaders:	Education Service Officers
Cost:	There is no charge for this course

**Support and Challenge in a Catholic School – Outstanding Governance – 25 April 2016**

## Outline:

This is a practical workshop for Governors looking at providing support and challenge and the use and interpretation of common sets of data. Participants will take part in practical activities intended to familiarise them with data in their role as Governors, in preparation for a Section 48 and/or Section 5 inspections.

Session times:	7.00 pm – 8.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Governors
Course leaders:	Marie Ryan – Director, Education Service Bernadette Connor – Deputy Director
Cost:	There is no charge for this course

**School Business Managers Forum – 4 May 2016**

## Outline:

As part of the forum there will be a session on a topic (or topics) of relevance and interest to Business Managers. There will also be an opportunity to share best practice and problems confidentially within the group. There will also be a networking opportunity. Sandwiches will be provided at the end of the meeting.

Session times:	10.00 am – 12.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	School Business Managers
Course leaders:	Marie Ryan – Director, Education Service Mark Brunet – Buildings Officer
Cost:	£30

**Clerks' Forum – 12 May 2016**

## Outline:

An opportunity for all clerks to meet with members of the Education Service. The Clerks' Forum also affords a valuable opportunity to network with other clerks of Catholic Schools.

Session times:	10.00 am – 12.30 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Clerks
Course leader:	Marie Ryan – Director, Education Service Gill Sajnog – Assistant Education Officer
Cost:	There is no charge for this course

## Cross-phase Headteachers' Conference – Year of Mercy – 18 May 2016

Outline:	
As we continue to celebrate this Holy Year of Mercy, the conference will open with a special reflection on the significant role of Mary, Mother of Mercy. This will be followed by a presentation from an internationally acclaimed Keynote Speaker, Professor Trevor Cooling from the National Institute for Christian Education Research at Canterbury Christ Church University.	
Session times:	9.30 am – 3.15 pm
Venue:	Christian Education Centre, 4 Southgate Drive, Crawley, RH10 6RP (DABCEC)
Target Audience:	Primary and Secondary Headteachers
Course leader:	Professor Trevor Cooling
Cost:	£60

## Diocesan Education Service Website

The Diocesan Education Service's website ([www.abeducationservice.org.uk](http://www.abeducationservice.org.uk)) has been online since January 2015. We hope that you frequently visit the site and feel that the site has the content and functionality you need.

The website also looks to celebrate Catholic Education. We would therefore welcome schools submitting good news stories/photos which will be incorporated into the 'News' area of the website. To submit a story (and photo), please go to bottom right hand section of the 'Publications' page of the website.

As mentioned previously, the facility is also available on the website for schools to post any vacancies the school might have open. Many schools are already using this facility which can be accessed through the 'Recruitment' section of the Education Service website.

We look forward to hearing from you!

## Appointments

### NEWLY APPOINTED HEADTEACHERS

Name	School	With Effect From:
Kate Licence	The Marist Catholic Primary School, West Byfleet	September 2016

## Vacancies

### HEADTEACHER VACANCIES

Post	School
	<b>Primary</b>
Headteacher	Anney Catholic Primary School, Seaford (Jane Thompson, interim Acting Headteacher)
Headteacher	St Pancras Catholic Primary School, Lewes (Michelle Lord, interim Acting Headteacher)
Headteacher	St John's Catholic Primary School, Horsham (Dorothy Rollason interim Exec Head 3 days/wk)
Executive Principal <span style="color: red;">WEF April 2016</span>	St Joseph's Specialist School and College, Cranleigh
Headteacher <span style="color: red;">WEF April 2016</span>	English Martyrs Catholic Primary School, Worthing
Headteacher <span style="color: red;">WEF April 2016</span>	St John's Catholic Primary School, Horsham

Please do not hesitate to contact the school/Education Service if you would like to discuss any of the above posts in confidence.

**FOUNDATION GOVERNOR APPOINTMENT PROCESS**

