

Newcastle Diocesan Education Board

**A
SERVICE AGREEMENT
FOR
CHURCH OF ENGLAND
SCHOOLS**

2009 - 2010

Promoting High Quality Christian Education

SERVICES TO MEET THE NEEDS AND DISTINCTIVENESS OF CHURCH SCHOOLS

The Diocese funds three full-time posts within the education department at Church House so that all Church schools in the diocese can continue to be provided with the Basic level of support outlined on pages 1 – 9.

The Education Board is offering a service agreement to Church and Affiliated schools designed to meet the particular needs of different categories of schools.

For voluntary controlled and affiliated schools level 1 services are also included in the Agreement as outlined on pages 9 & 10.

The cost is £125 plus £1.50p per pupil.

For voluntary aided schools level 1 and level 2 services are included in the Agreement and these are outlined on pages 10 and 11.

The cost is £125 plus £2.85p per pupil.

How to pay for the Agreement

Please return the attached invoice with your payment to:

Diocesan Education Board,
Church House,
St John's Terrace,
North Shields. NE29 6HS

How might you pay for this?

- School monies
- Trust Fund
- Donation (e.g. PCC)
- From your 10% Governors Account (VA schools only)

The Diocesan Education Board team support Church schools by:

- providing professional assistance and advice;
- scrutinising legislative changes affecting Church schools;
- promoting high quality RE and collective worship through direct involvement with the Standing Advisory Council for RE and Agreed Syllabus Conference for the three LAs in the Diocese;
- having a pastoral concern for staff and pupils;
- providing written guidance and other documentation;
- arranging briefing sessions on important matters relating to Church of England schools;
- delivering services and attending meetings as and when appropriate;
- anticipating needs and providing relevant information;
- being responsive to the needs of individual schools and their distinctive ethos;
- dealing promptly and courteously with requests for assistance;
- preparing and producing publications specifically for Church schools;
- understanding the roles and responsibilities of governors;
- promoting professional networks across LA boundaries to facilitate the sharing of good practice;
- advising on matters of trusteeship of school buildings;
- providing access to legal and other professional assistance and advice; and
- representing the interests of Church of England schools with partner LAs, the DCSF, Ofsted, QCA, TTA and other appropriate bodies.

TELEPHONE ADVICE

Telephone advice is available during normal office hours (8.30am – 4.30pm Monday to Friday) to assist with queries on the following:

Governors

- Constitution and membership of governing bodies
- Headteacher/governor relationships
- Procedures relating to change of category of school
- Legal matters in relation to responsibilities of headteachers and governors
- Support for new chairs and clerks
- Responsibilities of governing bodies
- Terms of reference for governing bodies
- Induction and support for new governors

Personnel

- Pastoral support for headteachers and staff
- Management matters in relation to responsibilities of headteachers and governors
- Contracts of employment
- Professional support for new headteachers
- Recruitment and selection of staff

Religious Education, Collective Worship, Ethos and Curriculum

- Statutory Inspection of Anglican Schools (SIAS) inspections, action planning and related curriculum matters

- Religious Education
- Collective Worship
- Spiritual and moral development
- Church School Ethos
- Resources

Pupil Matters

- Admissions procedures
- Admissions Appeals

Premises and Finance

- Building issues
- Insurance matters
- Trust deeds
- School trust fund management
- Security of premises

NETWORKING SERVICES

Local Networks

The Board will:

- Provide a focus for the Diocesan family of Church schools
- Provide regular mailings to schools
- Provide support for staff and governors of Church schools

- Act as a mediator or “critical friend” in areas of conflict or concern
- Organise meetings for headteachers
- Liaise with bishops, archdeacons and other Diocesan Boards and Committees
- Nominate members on local authority education committees or equivalent
- Continue to foster its partnership with the LAs in the Diocese
- Ensure representation on Overview & Scrutiny Committees, SACREs, Admission Forums, Schools Forums and any other group or body which relates to the work of our schools

National & Regional Networks

The Board will:

- Negotiate directly with DCSF, LAs and the Archbishops’ Council Board of Education
- Protect the status of Church schools and their distinctive nature
- Promote the importance, continuance and development of Church schools
- Promote the establishment of new Church schools
- Represent Church schools to the wider Church and Diocesan groups
- Liaise with and work in partnership with other denominations involved in education

OTHER SERVICES FOR SCHOOLS

Appointment of Staff

- In partnership with the LA, prepare and advise governors on the appointment of headteachers, and, where time allows, deputies including:
 - The wording and placing of the advertisement*
 - Revising the job description*
 - Clarifying the person specification*
 - Determining selection methods and interview techniques*
- Attend short listing and interviewing for headship, and, if possible, deputy head posts

Support for New Heads

- An induction course focusing on the distinctiveness of church schools which also provides the opportunity to meet other recently appointed church school headteachers and the diocesan staff
- During the first two years the professional and pastoral support of a former church school headteacher (called the Bishop's Mentor)
- Access to a variety of resources produced specifically for C of E schools by the diocese and the church at regional and national levels
- Advice and support through regular mailings, officers' visits and relevant courses

- The annual Diocesan Education Conference for headteachers, chairs of governors and clergy governors offers the opportunity to explore topical issues from the church school perspective
- Training and support for governors of church schools additional and complementary to LA provision
- A network of peer support provided by the Diocesan Headteachers' Association

Religious Education and Worship

- Co-ordinate SIAS inspections
- Ensure C of E representation on SACREs and Agreed Syllabus Conferences in each LA
- Identify new resource material for RE, worship and related areas and liaise with NERLRC, and other organisations as appropriate
- Provide information about training courses
- Organise special events, eg. Leavers' Service

Church School Ethos and Curriculum

- Advise on senior staff development and training opportunities for aspiring headteachers, aspiring deputy headteachers, NCSL
- In partnership with the LAs provide on-going support for schools causing concern
- Inform schools about relevant training
- Organise the Annual Diocesan Education Conference
- Provide advice & guidance on collaboration, federation and Trust issues

Governors

- Appoint foundation governors and manage the process
- Provide induction training for new governors
- Arrange governor roadshows/training seminars addressing major changes
- Invite the Chair (or his/her representative) to attend the Annual Diocesan Education Conference

LEVEL 1 SERVICES

The following services will be provided for VC and affiliated schools buying in at this level:

Church School Ethos, Management and Curriculum

- Advise on development of the spiritual and moral dimensions of the curriculum
- Support to address issues arising out of SIAS inspections

Governors

- Provide access for all governors to training on issues relevant to Church schools
- Advise on governing body committee structures and terms of reference including statutory committees
- Give guidance regarding SIAS inspections

Religious Education and Worship

- Full membership of NERLRC for RE/Worship Co-ordinator (or discounted group membership)
- 50% discount on all NERLRC courses
- Free advice on resourcing RE, ACW & SMSC
- Liaise with the RE co-ordinator to discuss current needs for RE curriculum development
- Whole school staff problem solving training session about the use of resources led by Karenza Passmore at NERLRC (by appointment with NERLRC)

LEVEL 2 SERVICES

In addition to those services offered at Level 1 VA schools buying into the agreement are entitled to the following:

Finance

- Manage cash flow on capital projects as required
- Provide advice on the sources of funding available for building projects e.g. DFC, LCVAP
- Audit DFC accounts.

Buildings

- Advise governors on new building requirements in the context of the school development plan and/or post-

OFSTED action plan; school premises regulations and DCSF guidelines

- Maintain panel of approved building consultants and assist governors in their appointment
- Liaise with building consultants and *Building NEEDS*
- Assist in preparing and promoting capital bid applications with the LAs and liaise with the DCSF
- Provide day to day advice concerning liability splits for new building works
- Liaise with LAs concerning specific allocations for Aided Schools
- Support governors in developing a five-year Asset Management Plan
- Checking and completion of appropriate DCSF Building Forms for approval applications

Governors

- Provide advice on admissions procedures
- Support governors in their role as employers
- Provide access for all governors to training on issues relevant to voluntary aided schools

ADDITIONAL SUPPORT SERVICES

(For which it may be necessary to charge an additional fee)

The following is available on request (subject to resources and notice)

- Whole Governing Body training
- Whole staff training
- Combined staff and governor training
- Twilight courses (school or cluster)
- Teacher days (school or cluster)

RESPONSIBILITIES OF THOSE PARTICIPATING IN THE AGREEMENT

The school undertakes

- To be available, given adequate notice, for meetings and/or visits to facilitate the service
- To give adequate notice when requesting visits, inspections, training etc.

The Board undertakes

- To act with discretion and safeguard confidentiality
- To deal promptly and courteously with requests for assistance

CONTACT DETAILS

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St John's Terrace
North Shields
NE29 6HS**

Tel: 0191 2704100

Direct Line: Schools Administration Officer

0191 2704141

Email e.bell@newcastle.anglican.org