



Diocese of
Blackburn

THE CHURCH
OF ENGLAND

Blackburn Diocesan Board of Education

Service Level Agreement 2011-2012



The full document is available on the
Board of Education web site
www.bdeducation.org.uk

Blackburn Diocesan Board of Education serving Church of England and Methodist Schools
A member of DBE services serving schools in the dioceses of Blackburn, Carlisle, Chester, Liverpool, Manchester and York.

The Board's and Schools' Statutory Responsibilities

There are certain requirements laid down in law.

(a) Appointments

Denominational schools are required to invite the Diocesan Director of Education or his/her representative to offer advice on the appointment of Headteachers, Deputy Headteachers and Assistant Headteachers.

The Diocesan Board of Education will provide an Adviser to assist schools with these appointments.

As soon as a vacancy occurs schools are required to telephone Hilary Wilby at Church House (01254 503070 Ext. 217). An Adviser will then be allocated accordingly.

(b) Legal Issues

The Diocesan Board of Education will provide:

- Support and advice on employment law, equal opportunities, human rights legislation and updates on the ever increasing burden of legislation
- Advice and support regarding matters relating to school trustees and charity law
- Access to legal advice both through the DBE lawyers and the National Society legal scheme
- Help with land and trust issues including transfers from the LA and the statutory requirement for all schools to register the title to the land with the Land Registry
- Support with merger and/or closure issues

The School:

- **Must consult with and seek approval for any change in the Instrument of Governance of the school.**

(c) **Building Issues**

Governors of Voluntary Aided schools are required under the 1991 Diocesan Board of Education Measure to consult the Board and seek written permission to do any work on the school building which involves governor liability. The changes in liability which came into effect on 1st April 2002 make it essential that you seek guidance from the Board BEFORE ANY WORK IS UNDERTAKEN as the governors are now responsible for all aspects of the buildings.

Schools now need to confirm annually that DFC has been spent in accordance with the legal framework for such funds, including approval having been given under the 1991 DBE Measure. Schools may be asked to provide receipts and proof that governors have contributed the 10% and that the relevant VAT has been paid and it has not been recovered by the LA.

In order to help schools with the administration of **DFC**, the Diocesan Board of Education operates a system whereby schools can lodge their DFC with the Board and we will make the necessary arrangements for approvals under the 1991 Measure, pay all invoices and check that all regulations have been satisfied and annually prepare all the documentation required by the DFE.

The school's Building Consultant should contact Fred Kershaw (01254 503070 Ext. 255) about any work at the development stage.

Barchester Scheme

The Board of Education offers all schools the opportunity to contribute to the Barchester Scheme. The money contributed remains the school's money and can be used towards the cost of building works. Traditionally it has been used to pay the 10% governors' contribution but it can be used towards any work which is governor liability and classed by the DFE as capital work which includes ICT.

The Board will do all in its power to continue to have funds available to support governors with capital works. In the present economic climate governors **MUST NOT** assume that an application to the Board will be successful until it has been formally approved. The Board will keep under review the rates at which this funding is made

available but as a charity it has a duty to maximise its income from all sources. Funds will only be available to schools which buy into the Building Support element of this SLA. Once an advance has been granted it will become fully repayable should the school withdraw from or fail to pay the Building Support element of the SLA.

(d) **Admissions and Exclusions**

Under the 2006 Education and Inspections Act, all Church of England Schools must consult with the Diocesan Board of Education about their Admissions Policy BEFORE any other consultation and MUST take note of their comments.

The school is also required to send the final version of the policy to all consultees.

Policies must also conform with the statutory guidance.

If the school fails to meet these requirements the LA is required by the DFE to refer the matter to an adjudicator. The adjudicator has powers to require a school to adopt a certain criteria in its admissions policy and to fix that for three years.

Appeals

The Diocesan Board of Education maintains a list of people who have been trained and who are available to sit on appeal panels. **Schools should ensure that they have bought into the LA system for the organisation of appeals and notify the LA they wish to have panellists from the Diocesan list. Schools should not conduct appeals themselves.**

Exclusions

The 2006 Education and Inspections Act requires that those who sit on Exclusion Appeal Panels satisfy certain criteria regarding previous experience and training. The Diocesan Board of Education maintain a list of people who comply with the requirements of the Act and are available to schools as and when required.

(e) **Section 48 (SIAS) Inspections**

Denominational Schools (Voluntary Aided and Voluntary Controlled) are required to have a Section 48 Inspection under Section 48 of the 2006 Education Act. The Director of the Diocesan Board of Education will already know which schools are due for inspection and a SIAS Inspector will have been appointed to carry out the inspection although they will not know which school they are to inspect until after the school has been informed by Ofsted.

As soon as the school is notified by Ofsted that there is to be an inspection telephone contact must be made to Carole Williams at Church House (01254 503070 Ext. 219). Carole will then inform the SIAS Inspector and arrangements will be made for the inspection to take place concurrently with the Ofsted inspection.

Following the inspection, the Diocesan Board of Education will check the report and make arrangements to support the Inspector's payment claim. In the unlikely event that the school wishes to make a complaint or question the inspection, guidelines and procedures will be issued for the school to follow.

(f) **Emergency Support**

In the event of an emergency at a school, or with the buildings, schools are able to seek advice 24 hours a day, 365 days/year from the current Acting Director, Mr Fred Kershaw (07779 256 115).

Membership of the Family of Blackburn Diocesan Schools

These services are funded largely through the Diocese, with a contribution from schools through the Diocesan Family of Schools Membership subscription.

This payment for membership simply recognizes the great family of which church schools in this Diocese are a part. Contributions to the Family of Schools supports the fundamental infrastructure which allows everything else to happen.

(Any schools electing not to belong to the Diocesan Family of Schools will be charged for using these core services).

Core Services

SUPPORT FOR CHURCH SCHOOLS EXPERIENCING DIFFICULTIES

- Support meetings with headteachers.
- Pastoral support for headteachers and staff.
- Representation at LA, Ofsted and HMI feedbacks and meetings.
- Support for Governors.

CURRICULUM – RE/WORSHIP

- Work with SACREs
- One copy of relevant teaching packages and syllabus support material free.
- Access to material made available on the world-wide web.
- Regular newsletter with ideas for collective worship and RE.
- Access to a range of courses and conferences for NQTs, RE/Collective Worship Coordinators, other staff and governors at reduced costs (see separate flyer for planned courses and conferences for 2011/2012)

INSPECTION

- Advice on preparation for Section 48 Inspection and school self review on church school distinctiveness.
- Access to a range of courses and conferences for Headteachers, Leadership teams, staff and governors at reduced costs (see separate flyer for planned courses and conferences for 2011/2012)
- Monitoring and evaluation of Section 48 Inspection reports.
- Support with Action Planning

BUILDING SUPPORT

- Diocesan representative at LA meetings concerning LCVAP and capital bids
- Telephone assistance on building and financial issues
- Advice and guidance on all insurance matters specific to church schools

GOVERNOR SUPPORT

- Support and advice to governors with the appointment of Headteacher/Deputy Headteacher/Assistant Headteacher.
- Support and advice with school personnel/chairs of Governors/Vice chair of governors on governor legislation and procedures, together with other general governor matters.
- Joint training with Local Authority e.g. Annual Governors conferences.
- Overseeing and co-ordination of paperwork with regard to the appointment of foundation governors.

This will include:- validating their appointment, checking CRB requirements are met, issuing letters of appointment, informing the LA of foundation governor appointments

- Training for governors new to church schools (free)
- Access to a range of courses and conferences for governors at reduced costs (see separate flyer for planned courses and conferences for 2011/2012)

OTHER GENERAL SUPPORT

- Access to Headteacher Induction Programme for newly appointed Headteachers
- General support meetings with Headteachers on a range of issues/concerns
- Pastoral support for Headteachers and staff
- Help and support with personnel matters
- Personnel procedures relevant to church schools
- Liaison with local authority personnel (HR) services
- Support with all areas of child protection and CRB matters plus updates about the changes to be introduced by the Independent Safeguarding Authority (ISA).
- Support with school admissions, appeals and exclusions.
- Support with addressing the problems and opportunities of falling rolls, basic need requirements, federations, and the latest government initiatives for popular schools, new management structures, the work force agreement, changes in the OFSTED

arrangements, self evaluation and the many other changes and challenges, known and unknown facing schools.

- Work with DBE Services and the National College for School Leadership on Succession Planning strategies
- Liaison with Local Authorities on documentation to ensure distinctiveness of Church Schools
- A one stop help and information service for all matters relating to the operation of the school

COSTS

The costs for 2011/2012 will remain unchanged from previous years.

| | | |
|---------------------------|------------------------|------|
| Primary School – | Less than 50 on roll - | £275 |
| | 51 – 100 on roll - | £325 |
| | 101 – 200 on roll - | £400 |
| | 201 – 300 on roll - | £475 |
| | Over 300 - | £600 |
| Secondary School - | | £900 |

Controlled schools pay only 50% of the above.

Please note:

Schools must be a member of the Family of Blackburn Diocesan Schools in order to access other additional services.

BUILDINGS SUPPORT

The levels of funding for building work and the rules relating to the use of that funding are constantly changing. The roll out of BSF for secondary schools and Primary Capital for primary schools has brought both national and local interpretations. The DFE are keen to devolve as much funding as possible but that has to be balanced by the requirements of the National Audit Office. We are working at national level to get the best possible arrangements for our schools and to foster relationships with Partnership for Schools (PfS). For those schools who are members of the Building Support we will ensure that they not only get the best access to funding but also that all the necessary paper work is in order and as far as possible handled through the Board. The DBE offers all schools the opportunity to lodge DFC with them which as well as providing a service to deal with all the paper work required by the DFE, provides a pool of money on which schools can draw to allow them to complete projects without having to wait for a further years DFC. The Blackburn DBE was the first to pilot a pooling scheme. Details of the scheme have been sent to every school. In 2008 and 2009 those in the pool also had access to additional funds for capital work. In the last year the Board handled over £50 million pounds of work for which it provided consultants, bank rolling facilities, grant claiming, support to help governors with their 10% contribution and sorted out all the accounts. The Board of Education acts on behalf of all Church Schools and any bid for maintenance or capital projects has to be assessed, evaluated and prioritised by the Board. Under the Diocesan Board of Education Measure 1991, Voluntary Aided Schools cannot carry out any work on the building without the permission of the DBE. The legal costs alone for our work in supporting governors are substantial.

The Board offers all schools, through its Building Support service, a comprehensive arrangements for the development of building projects, the payment of accounts and the reclaiming of grant aid from the DFE. It also provides a pooling system for DFC for those who wish to join. This service offers governors comprehensive support with almost all of the bureaucracy associated with building work. The fact that most governing bodies have bought this service has allowed us to ensure that “slippage” is minimised thus maximising the amount of money available for work in schools.

Governors are increasingly being asked to prepare building development plans which sit alongside the educational development plan. It is an area of constant change. In future

BSF, Primary Capital and allocations to LCVAP and Targeted Capital will be based on priorities identified by dioceses from the individual school building development plans. Increasingly government wants to see money targeted at projects which have been developed from building and asset management plans. The Board offers a fully comprehensive service which will deal with all your needs for the repair and development of the building. With Total Property Management (see separate document previously issued) we can offer a fully comprehensive service which takes the burden of managing the building away from the headteacher.

Additional Building Support includes:

- Development planning and detailed consultations about present and future needs of the school building. All services provided free by professionals until projects approved then government pays up to 90% of costs.
- Help with securing DFE grant aid for everything from shelving to a major extension including all the form filling and bank rolling as required.
- Programme planning of maintenance and capital works related to need and formula funding.
- Bidding for all types of grants and funding.
- Support with DFC and all related returns and regulations including VAT advice.
- Pooling arrangements for DFC to help schools who need to anticipate future funding.
- Apportionment of financial liabilities (who pays what).
- Support with the selection and appointment of consultants/contractors for major works.
- Determination of fees within the DFE criteria.
- Interpretation of DFE/LA/PfS jargon and legislation.
- Advice on Quinquennial building surveys.
- Asset management planning including suitability and sufficiency surveys.
- Help line for Heads and Governors on all building matters.
- Training for Heads and Governors.
- Representation of schools on national working parties.
- Assistance to help Governors meet their 10% commitment.

COSTS

The costs for 2011/2012 will remain unchanged from previous years.

TOTAL PROPERTY MANAGEMENT

This is a scheme which has been running for seven years and offers a 'one stop shop' for all revenue servicing repairs. This includes everything from boilers to fire alarms and if you have one lifts. This scheme has saved schools money on the regular servicing and in some cases provided enough of a saving to cover the governors liability on a capital project.

Details have been sent to schools. If you would like another copy please contact:-

NOEL CURRY

01254 503070 Ext. 224

noel.curry@blackburn.anglican.org

CURRICULUM – RE/WORSHIP SUPPORT

We have a team of people who can help you in any way from devising a scheme of work to fit the RE syllabus, including all the differentiation which is needed to meet the needs of individual children, to giving simple ideas for “Tuesday” morning whole school collective worship. We aim to provide a large collection of archived resource material, professional support and ideas, including “instant” ideas which can either be used as they are or easily developed for your own particular situation. We make much of our material available on CD Rom. Those who opt for this package of support will have access to a team of professionals, educational packages and access to some of the most innovative ideas available for the teaching of RE and Collective Worship.

Additional Curriculum Support includes:

- Support of specialist Schools Advisers for all matters relating to RE and Collective Worship.
- Help with the development of Spirituality Days and Creativity Projects
- Inset days and input to staff meetings from specialist staff. The basic service includes up to two staff meetings or a half day inset session per year. Any additional inset training will be charged.
- Access to a range of courses for NQTs, RE/Collective Worship Co-ordinators, other staff and governors at reduced costs
- Access to relevant teaching packages and syllabus support material
- Access to material made available on the web
- Use of free advice and ideas on RE and Collective Worship
- Pre and Post Section 48 Inspection support on RE and Collective Worship
- RE Co-ordinator Cluster meetings
- Free copy of any new Collective Worship or any new RE material produced by the Board of Education eg. CDs, posters etc

COSTS

The costs for 2011/2012 will remain unchanged from previous years.

CLERKING OF GOVERNING BODY MEETINGS

The 2002 Education Act requires that the Governing Body and all sub committees are clerked by an independent person who is not a governor.

Increasingly more is being placed on the clerk and the constant changes in regulations makes it difficult for the school secretary or other willing volunteer to keep up to date.

The Diocese offers a clerking service for all aspects of the governors' work.

Clerking of Governing Body Meetings includes:

- Production of draft agendas for governing body
- Production and distribution of agreed agenda with all relevant paperwork
- Advice at the meetings
- Draft minutes produced for the Chair
- Minutes circulated after approval by the Chair
- A similar service for committees
- Advice on government proposals and future legislation
- Contacts with specialist advisers as required
- Advice between meetings as required

COSTS

For clerking up to three governing body meetings per year as detailed above - £1500

Panel hearings and additional governing body meetings – for each meeting £150