



Peterborough Diocese
Board of Education



Service Level Agreement

2009

Notes

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www.peterborough-education.org.uk



THE CHURCH
OF ENGLAND

Introduction

The school service level agreement has been running since 2005. Schools have benefitted from help and advice from the diocesan office to support;

- ⇒ School strategic development
- ⇒ RE and Collective Worship
- ⇒ Denominational Inspection preparation (Section 48)
- ⇒ Site developments
- ⇒ Admissions
- ⇒ Governing body training
- ⇒ Head
- ⇒ General matters including staffing, pupil matters, management
- ⇒ Headteacher support through the telephone helpline

Following the review earlier this year schools ask for:

- ⇒ *Continuation of the service*
- ⇒ *Training closer to “home”*
- ⇒ *More bespoke school projects*
- ⇒ *Diocesan School Support officers (DSS)*

The Board has responded by providing all these requests within the new service level agreement package.

The **Diocesan School Support officer** (DSS) will;

- ⇒ Offer 3 visits to schools in each school year
- ⇒ Support individual school development issues raised by the Head teacher
- ⇒ Bring current government and local issues for discussion
- ⇒ Support the governing body as outlined in the SLA
- ⇒ Undertake the Board’s statutory role in monitoring school performance

Finance

The costs of the service level have been raised to recognise;

- ⇒ The increase of costs of providing the service (4.5% increase per year)
- ⇒ The provision of the DSS service
- ⇒ The reduction in grant provided to the DBE from the DBF.

The Diocese of Peterborough has limited historical assets and is heavily dependent on giving through the parish share to finance the activities of the diocese including the activities of the Board of Education. Recent disappointing receipts from the parish share have forced the Board of Finance to make cuts in services. These cuts have included a cut to the Board of Education.

In order to maintain a quality service to schools it will be necessary for church schools to bear a greater proportion of the overall cost of the service. The SLA is designed to provide these

services to schools that go above and beyond the Board's statutory duties.

If school do not buy-in to the service level agreement they will not receive support over and above the Board's statutory duties. This is only fair on schools that do buy-into the service.

In order to maintain the service and plan it is necessary for the Board to have confidence in the funding available. Schools are asked to buy-in for a 3 year period at a fixed rate set when the school buys-into the service. Over the three year period this represents a saving to the school rather than renewing every year.

If sufficient schools do not buy-into the service the Board of Education will be forced to consider the suspension of services and in the future services may not be available for schools when required.

Services Summary

| Service | Board service (no charge) | Service Level Agreement | Outside SLA |
|---|------------------------------|----------------------------|----------------|
| 2.0 School helpline | | | |
| Bishop's Visitor | X | X | |
| Diocesan School Support (3 visits) | | X | |
| Website resources | X | X | |
| Help line telephone support from officers | | X | |
| Attendance at governing body meetings | | X | |
| Membership of the National Society | | | X |
| 3.0 School Strategic development | | | |
| Preparation of the DBE strategic plan | X | X | |
| Discussions on strategic development | | X | |
| Support statutory proposals, | | X | |
| Publishing statutory notices | | X | |
| Public consultations | | X | |
| 4.0 Admissions | | | |
| Annual guidance issued (website) | X | X | |
| Annual review of policies | X | X | |
| Representation on Admissions Forum | X | X | |
| Annual consultation with governing body | | X | |
| Annual training for governing body | | X | |
| Consultation on admissions policies | | X | |
| Admission appeals | | | X |
| 5.0 Denominational Inspection | | | |
| Sourcing a denominational inspector | X | X | |
| Quality assurance of the inspection | X | X | |
| Appeal against the inspection findings | | | X |
| Professional development of inspectors. | X | X | |
| Liaison with the statutory authorities | X | X | |
| Periodic analysis of inspection reports | X | X | |
| Annual consultation with gov. body | | X | |
| Pre-inspection consultation/support | | X | |
| Formulation of action plans (DSS) | | X | |

| Service | Board service (no charge) | Service Level Agreement | Outside SLA |
|---|------------------------------|----------------------------|----------------|
| 6.0 School Improvement | | | |
| Annual review of RE (website) | X | X | |
| Representation on SACRE | X | X | |
| Agreed Syllabus Conference | X | X | |
| Annual review of CW (website) | X | X | |
| Support one staff training event /year | | X | |
| Support one governing body discussion/year | | X | |
| Day conference for Head teachers. | | X | |
| Day conference for senior manager | | X | |
| Day conference for RE Co-ordinators | | X | |
| Day conference for CW co-ordinators | | X | |
| Residential for newly appointed Head Teachers | | | X |
| Residential for aspiring Head Teachers | | | X |
| Extended training and support | | | X |
| Specifically designed courses for schools | | | X |
| 7.0 Senior Appointments | | | |
| Review of person spec./job description | | X | |
| Attendance at the short listing meeting | | X | |
| Attendance at interviews with candidates | | X | |
| Gov. body outline of the appointment process | | X | |
| Meeting with the appointment panel | | X | |
| Advice on interview questions and procedures | | X | |
| Feedback to candidates | | X | |
| Statutory storage of process documents | | X | |
| Administration of process | | X | |
| Preparation of materials | | | X |
| Specific training for appointments panel | | | X |
| 8.0 School site developments | | | |
| Liaison with school Trustees | X | X | |
| Priority allocation of funding | X | X | |
| Representation on LA Asset Management | X | X | |
| Asset management plan management | | X | |
| Advice on sources of funding, | | X | |
| Preparation of bids to the DfES | | X | |
| Scrutiny of development plans | | X | |
| Liaison with DfES, LA on projects | | X | |
| Cash flow facility for projects | | X | |
| Quality assurance of consultant architects | | X | |
| Site management services | | | X |

Charges for buy-in during 2009

Schools are asked to buy-in for a 3 year period. Charges will be reviewed annually. However, charges are fixed for the 3 year period at buy-in.

Voluntary Aided Schools

Primary Phase

£600 per establishment, £5 per pupil, per annum

| | | |
|------------------------------|------------|-------|
| Total charge for school with | 60 pupils | £900 |
| | 120 pupils | £1200 |
| | 240 pupils | £1800 |
| | 480 pupils | £3000 |

Secondary Phase

Capped charge £6000 per annum

This includes support for admissions (not appeals) and buildings project work.

Voluntary Controlled Schools

Primary Phase

£300 per establishment, £3 per pupil per annum

| | | |
|------------------------------|------------|-------|
| Total charge for school with | 60 pupils | £480 |
| | 120 pupils | £660 |
| | 240 pupils | £1020 |
| | 480 pupils | £1740 |

(All charges exclusive of V.A.T.)

Meeting with Headteachers and Chairs of Governors

Evening meetings to discuss the SLA and training opportunities and support for schools in family groups.

| | |
|--|---------------------------|
| All Saints Primary School, Northampton | 3rd November 2008 |
| Oundle Lower School, Oundle | 5th November 2008 |
| Finedon Mulso Junior, Nr Wellingborough | 10th November 2008 |
| William Law Primary School, Peterborough | 12th November 2008 |
| Towcester Primary School, Towcester | 17th November 2008 |
| St Mary & St John Primary School, North Luffenham | 19th November 2008 |
| The Abbey Junior School, Daventry | 25th November 2008 |

Training for School Staff.

- Term 1 Café RE
- Term 2 Headteacher residential
- Term 3 Heads Café Meetings
Admission Appeals Training
- Term 4 Headteacher Day Conference
Aspiring Heads Café meetings
- Term 5 RE / CW Conference
- Term 6 Farewell to staff and Governors services.

Training for Foundation Governors.

- Term 1
- Term 2 Heads and Chairs meetings
- Term 3 Admission Appeals training,
Ethos and the Church Mission
Clusters
- Term 4 Strategic Development Café
Meetings
- Term 5 Denominational Inspection
Social and Cultural development
- Term 6 Whole Governing body Clusters.

Additional Training sessions available on request. (Please contact the education office)

For example - Role and responsibilities of the Church school Governing body



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