



Archdiocese of Westminster
Education Service
Dedicated to Lifelong Growth of the Whole Person in Faith
BULLETIN

July
2004
4/04

To: Head Teachers and Chairs of Governing Bodies

Items marked do not apply to independent schools*

Re-constitution of governing bodies*

As promised in the last Bulletin, a Guidance Note is enclosed giving further details of the process which will be followed in order to ensure that all Governing Bodies are re-constituted by September 2006. It is still the case that Governing Bodies are not required to take any action at this time. However, for governing bodies that wish to start considering what size of governing body would be best after re-constitution, diocesan guidance is now available on this, and related issues. We ask Governing Bodies please to respect the process for this exercise – unlike LEAs, we have a very small staff. We do not, therefore, have sufficient resources to deal with individual governing body re-constitutions outside the process described, which worked very efficiently at the time of the last re-constitution in 1999. *For further information contact Paul Barber: 020 7798 9005 or e-mail paulbarber@rcdow.org.uk*

Remodelling the Workforce*

Thank you to those schools who have alerted us to areas of activity following the announcement in the last Bulletin. A short Guidance Note is enclosed outlining the current situation and main concerns of which schools need to be aware. Further guidance will be given as soon as further information is received from the CES or the National Remodelling Team. Individual issues are being taken up on a local (LEA) basis. *Any concerns or local information: contact Paul Barber: 020 7798 9005 or email: paulbarber@rcdow.org.uk*

Admissions*

Over the coming summer, we will be working with the dioceses of Southwark and Brentwood to revise our Joint Guidance on Admissions. Any schools that have comments about the current Guidance, or any other suggestions about Admissions, are asked to pass these to us before the summer holidays so that they can be taken into account in revising the Guidance. In particular, comments on the operation of the Diocesan Priests' Reference Form from schools that have used that system this year would be particularly useful. *Please send or e-mail comments to: Paul Barber. email: paulbarber@rcdow.org.uk*

Leadership in Catholic Education

Please find enclosed a flyer advertising the forthcoming courses for **Aspiring Headteachers** and **Aspiring Deputy Headteachers**, together with an application form. The **closing dates** are Monday, 13th September for Aspiring Heads and Tuesday 7th December for Aspiring Deputies. The courses are organised jointly by the dioceses of Brentwood, East Anglia, Northampton and Westminster. *Please contact Janet Simmons on 01277 265284 on administrative matters. The Westminster diocese contact is Maureen Roe 0207 798 9005*

Teacher Recruitment

Head Teachers will find enclosed with this bulletin a list of potential recruits for our Catholic Schools. This will be the last list issued for this school year.

The Catholic Education Vacancies Online service, through the CES and Eteach, is now entering its third year and is keen to continue improving. We would like to hear your experiences and thoughts. Enclosed with this bulletin is a short resume of the service and a brief questionnaire for completion and return. It would be helpful if this could be returned to the Diocese as well as to Marie Richardson at Eteach so that at our next meeting with Eteach we can fully represent your views.

Contact Maureen Roe on 0207 798 9005; Fax 0207 798 9013; email maureenroe@rcdow.org.uk

Governors*

A number of **foundation governors** across the Diocese, **whose term of office finished on 31 08 2003**, have not returned Form OR to indicate that they wish to be re-appointed. In the absence of the form or a resignation letter it will be assumed that they don't wish to be reappointed. Their details will then be removed from our database. The last date for receipt of such information is Friday 30th July. When Foundation Governors are appointed their term of office is given on their deed and is the correct date, irrespective of what LEA clerks and school governance services may indicate. If the deed is not readily accessible to check please contact Monica Fuller.

To ensure that our database is up to date **all governing bodies**, through the clerk, are asked to send us a full list of their governing body. Please include the terms of office, with the name of the Chair and Vice Chair (current). It is appreciated that this may change early in the Autumn Term. It is essential that the Diocese should be advised whenever a new chair is elected. Many clerks very helpfully include an updated list of governors when they forward the governing body minutes to Maureen Roe.

Foundation Governors whose term of office is due for renewal as of September 1st 2004 should contact the Diocese immediately.

Contact Maureen Roe 0207 798 9005 or email maureenroe@rcdow.org.uk; Monica Fuller (Foundation Governor Co-ordinator) 0207 798 9005 (Monica is in the office on Tues and Fri only) email monicafuller@rcdow.org.uk

Governor Training – Performance Management*

The Head Teacher is the lead professional in a school and has an entitlement to Performance Management. Governors need to value the process.

Two Governor Training sessions (in Brentford and Bushey, Herts) have been held during the summer term on the Performance Management of the Head Teacher. Governors may have wished to attend but found that the dates or venues were not accessible. It is proposed therefore to offer one further session early in the Autumn term, if there is a demand. A request from a cluster of schools in a Deanery would be the most sensible approach.

All Chairs of Governing Bodies should have received details from CEA (the contractor for Performance Management of the Head Teacher) of how to book an external adviser. The CEA website contains pen portraits of external advisers so before booking the governors involved in the process need to consider what are the particular characteristics of the school that they would consider relevant when selecting an external adviser. Advisers will specifically refer to their knowledge and experience/involvement in Catholic Education, if they have any. Contact www.cea-advisers.co.uk
Governing Bodies must review annually the membership of appointed governors for performance management. It is good practice to plan for succession so that some continuity is maintained and newly appointed governors have the opportunity for training prior to undertaking the performance management process. As well as the DfES guidance on Performance Management the CES has produced Additional Guidance on Performance Management in a Catholic School. See: www.cesew.org.uk
Contact Maureen Roe 0207 798 9005 or email maureenroe@rcdow.org.uk

Building Consultant Survey*

A questionnaire asking about the effectiveness of the service you receive from your building consultant was attached to the last bulletin. If you have not completed this, it would be most helpful if you could do this by the end of the term. If you have mislaid the form, let us know and a replacement will be sent. *Enquiries to Mike Pittendreigh on 020 7798 9190 or e mail to mikepittendreigh@rcdow.org.uk*

CES Personnel Procedures – Reminder

Another reminder! Please will you all ensure that the Capability, Disciplinary and Grievance Procedures adopted by your governing body and used in your schools are the new CES procedures available on the CES website. (cesew.org.uk – click on ‘About CES’, then ‘Publications’, then ‘Legal’) It is essential to use the CES procedures, as they are the only procedures related to teachers’ CES contracts and thus to the employers in Catholic voluntary aided schools. (We strongly recommend them to independent schools, too.) LEA procedures are **not** appropriate and reference to them simply causes confusion. If LEA personnel advisers are unfamiliar with the CES procedures, or expect schools to use the LEA ones, please ask them to contact Liz Duffy. Liz is also the person for Heads and governors to contact for diocesan advice whenever formal procedures are required – or even for more general advice when you are unsure of whether such formality is needed.

Contact Liz Duffy on 0207 798 9005 or email: elizabethduffy@rcdow.org.uk

CES National Conference –Theology of Catholic Education at a Time of Change 10 September 2004 at Eastwood Hall, Nottingham

Please see the enclosed flyer about this special one-day conference addressed by Fr Michael Himes, the renowned Boston College theologian. Reserve your places directly with the CES; special rates for bed and breakfast at the hotel available by booking directly with the hotel. This is a good opportunity, as the flyer suggests, to be energized and affirmed at the start of the new school year.

Listening 2004

Replies to the Listening 2004 are steadily being sent in from parishes, schools and individuals across the diocese. Listening 2004 is this national sounding from the Bishops Conference on how to support family life in today's world. It is an opportunity to share our views on what is a fundamentally important issue for us, whatever role we have in the Church. The family, the domestic church, is where we see our faith being passed on, in its primary form, both between adults and with their children. The replies will be analysed over the summer and there will be a number of conversation meetings during the weekend of 13/14 November. Look at the website www.listening2004.org.uk or *contact edmundadamus@rcdow.org.uk*

CCRS Study Day

The next CCRS Study Day is on the Old Testament at 10am on Saturday 18th September 2004 at Vaughan House, 46 Francis St, London SW1. The cost is £15 for the module, £6.50 for the day only. This module is an ideal place to start the CCRS and schools are encouraged to promote it to their staff. Prior registration is encouraged though people are also welcome to register on the day. See the website for further details at www.rcdow.org.uk/lilac *Contact Moira Wilson on 020 8457 6537 or moirawilson@rcdow.org.uk by email.*

Cherishing Life

The Catholic Bishops in England and Wales have just published a document called *Cherishing Life* which offers the reader a clear and accessible explanation of Catholic moral teaching. It is a follow up to *The Common Good* which was published in 1996. It begins with a look at the starting point of moral teaching and the degree to which it is a common human quest. The Bishops invite all people of good will to be involved in the process. From the starting point of finding happiness which derives from true friendship with each other and God, it explores the ways in which love can be truthfully expressed, touching on the many references that life has. A useful introduction to it is an article in The Guardian on May 26th by our Cardinal (which can be read on the diocesan website www.rcdow.org.uk) Published by CTS at £4.95. Text also available at www.catholic-ew.org.uk

Document on the Liturgy – *Redemptionis Sacramentum*

The recent document from the Congregation for Divine Worship was requested by Pope John Paul II in his encyclical letter *Ecclesia de Eucharistia*. Published in Rome on 23rd April 2004, it gives guidelines and norms to be observed regarding the Eucharist. The complete text is available on the Vatican website and a brief summary is on the site of the National Liturgy Office at www.cathol-ew.org.uk

BBC ‘Restoration’ Programme – Join in and Help Strawberry Hill!

Please see the enclosed flyer from the Friends of Strawberry Hill. The house will feature in the new series of ‘Restoration’ on BBC television, starting soon. Please watch the programme and vote for Strawberry Hill – the winner has its necessary restoration work done free. Can we mobilize the Catholic vote? Please alert pupils and parents to this very worthwhile cause. For more details, see the BBC website.

Good News Slot

National Recognition for **Daniel McDonald**, Headteacher of **St Joseph Primary School**, Westminster, who has been **awarded the OBE** for services to education. Many congratulations.

Congratulations to **Bishop Challoner Collegiate School** in Tower Hamlets who have achieved ‘**Sportsmark**’ with **Distinction** and ‘**Artsmark**’ **Silver**, and to **St John Evangelist Primary School**, Islington, who have been awarded the ‘**Artsmark**’ **Silver**. **Well done** to them both.

Well done to **Pope John Primary School**, White City, for maintaining their high standards in the three years since being awarded ‘**Investors in People**’ – and passing their **Three-year Review**.

Well done, too, to **Our Lady of the Visitation Primary School**, Ealing, who have achieved **Healthy School status**.

Very special congratulations to **Cardinal Hinsley High School** in Brent, who have just come **out of Special Measures**. **Warmest wishes** to everyone involved in this communal effort, both within that school and within **the Federation** of Cardinal Hinsley High School and **the Convent of Jesus and Mary Language College**. **Well done to you all**.

Please keep the good news rolling in to Liz Duffy.

Vaughan House 46 Francis Street London SW1P 1QN Tel: 020 7798 9005 Fax: 020 7798 9013

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Supplement

LCVAP (Minor Works) projects*

Below is a list of all new projects which were approved by the diocese and the LEA under the LCVAP (Locally Co-ordinated Voluntary Aided Programme). Please note, however, that this is a snapshot and there may be some changes as the year progresses. Individual schools will have received letters from the diocese and/or from the LEA which give more details such as expected formula funding contributions. If there are discrepancies, the letters should be regarded as the correct position. The funds available under this programme were reduced by approximately 37% this year meaning that far fewer projects could be funded. Nevertheless, approximately £2M of new projects have been approved, and a further £3M allocated to fund the remaining phases of existing projects.

Annunciation Junior School, Barnet	Resolving gas supply problems
St Joseph Junior, Barnet	Contribution to rewiring and fire alarm
Bishop Douglass School, Barnet	Contribution to changing room refurbishment
Finchley Catholic High School	Contribution to Music building development
St Joseph School, Willesden	Lift installation
St Margaret Clitherow, Brent	Electrical wiring
St Joseph's Junior, Brent	Contribution to renewal of heating
St Patrick's, Camden	Toilet refurbishment
St Dominic's, Hackney	Contribution to amalgamation works
St Scholastica's, Hackney	Window replacement
Good Shepherd, Hammersmith & Fulham	Window and pipework
St Thomas More, Haringey	Contribution to heating works
St John Vianney, Haringey	Electrical and mechanical works
St Paul School, Haringey	Roofing works
St Joseph's, Waltham Cross	Resource base extension
St Vincent de Paul, Hertfordshire	Heating works
St Cross School, Hertfordshire	Toilet refurbishment
St Lawrence School, Hounslow	Toilet refurbishment
St Mary, Isleworth	Heating works
Rosary Infants, Hounslow	Heating works
St Mary's, Chiswick	Playground resurfacing
Sion Manning School, Kensington & Chelsea	Contribution to dining room extension
Sacred Heart, Richmond	Entrance and fire alarm upgrade
St Paul's, Surrey	Urgent gas repairs
St Agnes, Tower Hamlets	Contribution to improving toilets and showers
St Mary and St Michael, Tower Hamlets	New nursery provision

Enquiries to Mike Pittendreigh on 020 7798 9190 or e mail to mikepittendreigh@rcdow.org.uk