



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

October
2003
6/03

To: Head Teachers and Chairs of Governing Bodies
Items marked do not apply to independent schools*

School Inspections from September 2003-2004

Section 10 and Section 23

The new Inspection Schedule for Section 10 was introduced into school inspections in September. The essential changes and new features have been shared with headteachers at recent meetings and in-service. Headteachers are now more involved in the planning and the focus of the inspection. The pre-inspection commentary issued by the Registered Inspector is a key document for the start of the inspection. This draws mainly on the S4 and the school performance data. In some ways, for example, on the grading of lessons, the inspection schedule is more rigorous.

Inspection Schedule for Section 23

This has been modified in response to changes in Section 10. A copy of the new framework, dated October 2003, is enclosed. A new form C4 (Catholic 4) supports the self-evaluation process and this draws on the school's own self-review documents in use across the diocese. The new framework comes fully into effect after half-term.

Self-review in Catholic Schools and Colleges.

The next section for deeper reflection is on the **provision for spiritual and moral development**. The aim is to address more searching questions about the provision for schools and colleges across the diocese and to keep a common focus in self-evaluation. Some schools are already underway using the broad questions in the framework. However, the planning groups met last week to review the area of spiritual and moral development and there are some new materials to be sent out to you before half term. All the materials above will be placed on the diocesan website. (or *contact Rita Price. email: ritaprice@rcdow.org.uk*)

School Organisation Plan.

The Education Board has now agreed the diocesan School Organisation Plan for 2003/2004. This was published in draft form in November 2002, and we are very grateful for the many responses received during the consultation period. These have been taken into account and amendments have been made where appropriate. There has been a complete revision and updating of all the sections containing data. The plan can be accessed via the website: <http://www.rcdow.org.uk/schools> and will be used to feed into the School Organisation Plans in our 19 LEAs. Hard copies are available on request. A draft plan for 2004/2005 will be produced in Autumn 2004 for consultation.

LSC 14-19 Strategic Area Reviews

A reminder that any secondary school or college approached by their LSC to participate in a "provider mission review" of their educational character and mission, should first contact this office for guidance before participating in that process. (Contact Paul Barber on 020 7798 9005 or e-mail paulbarber@rcdow.org.uk).

Governing Bodies - New Procedures*

In the July **4/03** bulletin reference was made to the new procedural regulations for governing bodies to take effect from 1 September 2003 for all governing bodies, whether or not they have reconstituted their membership. The new regulations are intended to offer governing bodies more freedom to determine their own procedures with less prescription from government.

One update from the advice given in the July bulletin is to do with the **clerking of committees**. The consultation document indicated that a governor could no longer undertake this function. The regulations now say the following about committees: Governors must appoint a clerk to each committee. All committee meetings must be minuted. A governor may act as the clerk of a committee but the headteacher may not. Chairs of committees may be appointed by either the governing body or the committee itself and may be a member of staff or an associate member. The membership and quorum of a committee must be at least three governors.

Enclosed with this bulletin is a handy reference sheet outlining these and many other changes. (Contact Maureen Roe on 0207 798 9005 or e-mail:maureenroe@rcdow.org.uk)

Re-appointment / New Appointments of Foundation Governors*

As you can appreciate, making appointments to over 200 schools has been a mammoth task. This is the first time that the process has been centralised, so it has not been without its *'teething problems.'* Thank you to all concerned for your co-operation and patience. Wherever there have been queries, Maureen has tried to gather the required information and respond within twenty-four hours.

New Appointments As soon as the paperwork is received from a potential governor, essential references are sent for. The new governor cannot be appointed until satisfactory references have been received. This sometimes causes delay in the process. Where vacancies are known we are trying to fill these from the central pool.

Re-appointments There are still a number of schools who have not sent us any paperwork regarding re-appointments. Governors who were appointed in 2000 and 2001 (before September) may think that they serve four years from the date of appointment rather than completing the term of office of the foundation governor whose vacancy they filled. It would be very helpful if clerks to governing bodies could follow this up. Deeds of appointment, given to all governors, indicate when their term of office is complete.

We are very grateful for schools' co-operation and patience during this lengthy process.

Governor Training

Enclosed with this bulletin are details of governor training and other training from the Department of Schools. Booking forms are enclosed where appropriate.

All new governors will be sent details of Induction Training planned for 29th Nov and 24th Jan.

Freedom of Information Act 2000 - Publication Schemes for Schools*

All maintained schools have recently received a letter from the Information Commissioner about the legal requirement to adopt a Publication Scheme under the Freedom of Information Act. The diocese has produced amended versions of the DfES model schemes which are more appropriately worded for Catholic schools. Copies of these are enclosed, and schools are recommended to adopt the appropriate version. We have confirmed with the Office of the Information Commissioner that the diocesan versions are considered to be within the DfES Model Scheme, Therefore, if the appropriate version is adopted without amendment, the school is not required to notify the Commissioner or to submit them as a "bespoke scheme". **Schools must adopt a scheme by 29th February 2004.** (Contact: Paul Barber on 020 7798 9005 or e-mail paulbarber@rcdow.org.uk).

Personnel Matters

Reminder* Will all schools please make sure that they are **only** issuing **CES contracts** to their staff. LEA contracts should NOT be used. Employees must have a written contract from their employer, who, in voluntary aided schools, is the governing body. The use of LEA contracts can cause confusion to all parties as their terms and conditions are not quite the same. This is not an optional matter – a contract from anyone other than the employer is meaningless! Would schools please check that every member of staff has a current CES contract (available on the CES website).

New CES Personnel Procedures

The CES say that their 2003 revised Disciplinary, Capability, Grievance and Sickness Absence Policies will be available on their website by the end of the month. All schools in the trusteeship of the diocese are required to adopt and use these policies as they link with the CES contracts (see above) and take a specifically Catholic slant on personnel issues. Other schools are asked to consider them. As promised in earlier bulletins, training and guidance in the use of these policies will be offered through workshops in the second half of term and again next term – please see the enclosed flyer for details.

The workshops will also cover the new diocesan Complaints Procedure

(For information or support in the use of any of these procedures, contact Liz Duffy on 0207 798 9005 or email: elizabethduffy@rcdow.org.uk)

Gatsby Technical Education Projects

You may recall that the July bulletin (4/03) floated the possibility of diocesan involvement in one or more of these projects if there was enough interest. By the deadline of the end of September, a small number of schools had expressed interest (one on behalf of a local cluster of schools) in a variety of different projects, the most popular area being Science. We would, therefore, like to consider a project across the diocese aimed at developing and enhancing innovative science teaching, possibly involving industry. In order to access the funding and specialist support for such a project, however, we would need a larger number of schools to be involved. If any schools feel they may be interested in participating and would like to explore further, would they please let Liz Duffy know by Friday 21st November. *(Contact details as above)*

Secondary Transfer*

The admissions round for secondary school entry in 2004 is in process in all LEAs across the diocese. Many LEAs are piloting Co-ordinated Admission Schemes and are co-operating with each other through the Pan-London Admissions Scheme. Obviously though there are differences with each individual scheme to reflect local circumstances.

The Department of Schools has an **officer** representative on **every** LEA Admission Forum in the diocese, together with local representation by many of our governors, so we have a voice as well as up-to-date knowledge of any implications and issues for our schools. In all Co-ordinated Admission Schemes it is still the governing body in a voluntary aided schools who is the admissions authority and decides those who are to be admitted to the schools against the published criteria.

(Any queries, information, feedback and support for Secondary Transfer, Co-ordinated Admissions or general admission issues contact Maureen Roe on 0207 798 9005 Or e-mail: maureenroe@rcdow.org.uk)

Westminster Diocesan Pilgrimage to Lourdes, 25-31 July 2004

Enclosed with this bulletin is a letter from Fr Chris Vipers, asking schools to get involved in fundraising for the 2004 pilgrimage. Please give it some thought.

'At Your Word, Lord'

Fr Stuart has already thanked everyone who attended the Mass to launch the programme of renewal across the Diocese. The Mass was a wonderful celebration and it was tremendous to see heads, staff and governors taking part. Already there are schools and colleges linking with the programme. The materials for Season 1 are in every school. Can we encourage every school and college to link in some way, perhaps by including the readings over the six weeks, enabling small groups to meet to open the scriptures and whenever possible to say the 'At Your Word, Lord', prayer. The packs of materials sent out in September are there to support prayer and faith sharing and they link with pupils in every key stage. *For any further information on the above items please contact Rita Price. email: ritaprice@rcdow.org.uk*

Post 16 General Religious Education

Enclosed is a list of the schools and colleges whose courses in General Religious Education are entitled to funding under the LSC. Please ensure that the pupil count form has been completed properly and that it has identified 'NABS' Bishop's Certificate as the route to funding. (Details enclosed) *For further information contact Rita Price. email: ritaprice@rcdow.org.uk*

Auditing Religious Education in Key Stage 3

Please find enclosed documents to assist staff in religious education with the Key Stage 3 Audit. Peter Ward (adviser to secondary schools) has kindly modified the common document. This is not to imply that religious education is a foundation subject - it is a core subject - but this document may help colleagues to include religious education in the current audit and thereby support curriculum development. *For further information contact Peter Ward. email: peterward@rcdow.org.uk*

CCRS Study Day

The next study day for the CCRS is on **Saturday 17th January 2004** at Vaughan House, starting at 10am. The Module is on The Sacraments. Participants can register on the day but prior registration is appreciated. Full details on the LILAC page at www.rcdow.org.uk/lilac (Contact Moira Wilson on 020 8202 3611 or by e-mail moirawilson@rcdow.org.uk)

Teacher Recruitment

During the past six weeks, enquiries to the Diocese from teachers seeking posts have been minimal, so there is no list enclosed with this bulletin.

If any school makes an appointment from any lists issued would they please inform Maureen Roe, so that colleagues do not waste their time contacting people who have already accepted posts. (Contact Maureen Roe on 0207 798 9005 or e-mail: maureenroe@rcdow.org.uk)

Good News Slot

Congratulations to the following schools who have recently been awarded **Investors in People**: **Mount Carmel Primary School**, Ealing; **St Bernadette's Primary School**, London Colney (Herts), **St Alban and St Stephen Infants**, St Albans (Herts), **St Monica's Primary**, Southgate (Enfield). Well done to them all.

Please keep the good news rolling in to Liz Duffy.

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