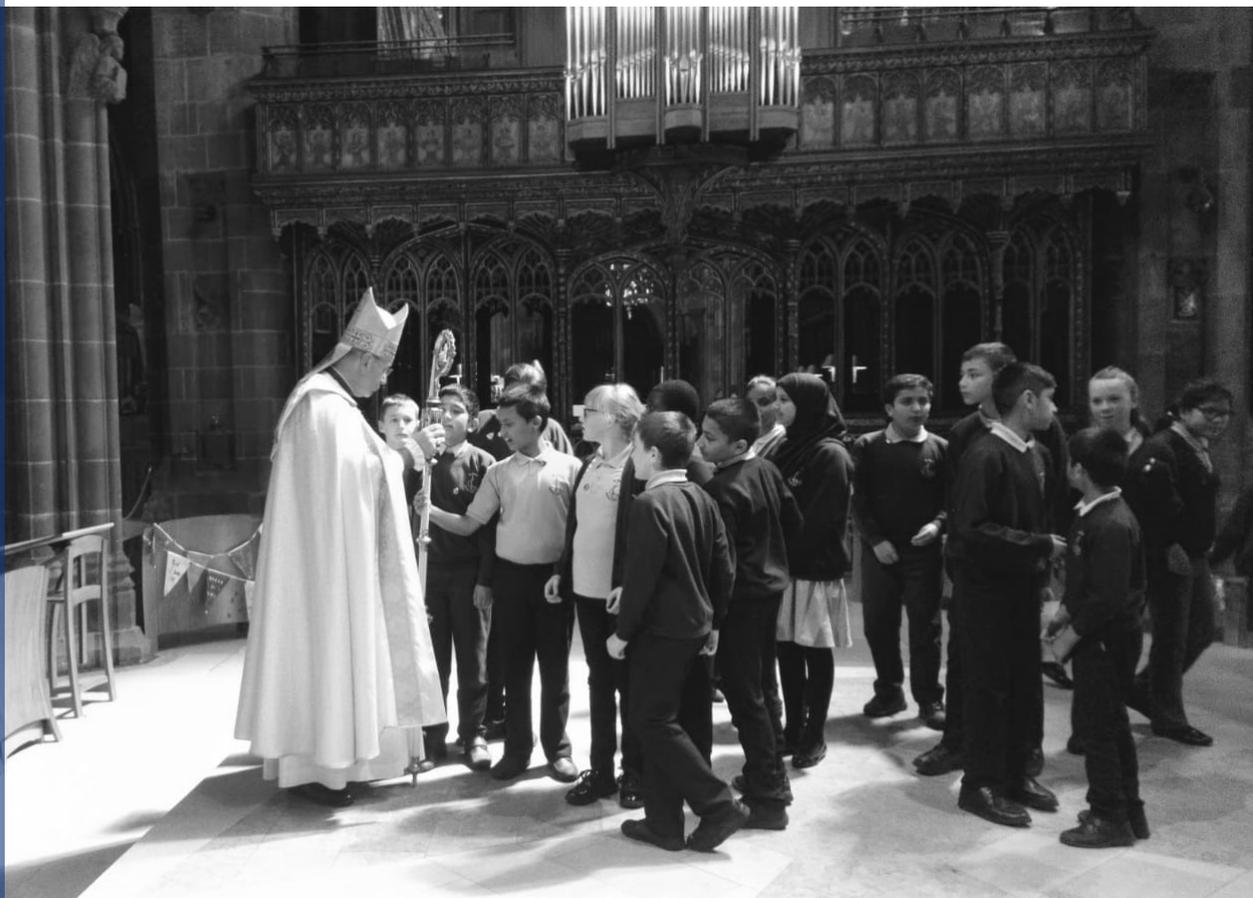


Manchester Diocesan Board of Education Service Level Agreement 2020/21



Putting our Faith in Education

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Foreword by the Chair of the Board of Education

2020



The Service Level Agreement for Manchester Diocesan Board of Education is beginning its 20th year. Since the millennium, we have seen that over 90% of our schools opt into the agreement. We hope you will continue to do so and look forward to seeing a further increase in take-up this year.

At the time of writing, the educational landscape has been drastically shaken by the COVID-19 pandemic. I want to firstly thank you for your continued leadership and resilience in the face of this difficult season. Where there is uncertainty and anxiety around the responsibility of schools at this time, we will do everything in our power to continue to support you to the very best of our ability.

We encourage you not to become overwhelmed with pre-emptive measures and pray that you are able to meet each new piece of information with the wisdom you are so very much capable of. The Education team at Church House (now working remotely) are more than happy to discuss the situation as it develops and have dedicated time every afternoon to pray for you and your schools.

The Board will continue to meet termly, preceded by meetings of its sub-committees – Schools and Finance and General Purposes. I would like to extend my thanks to all Board and Committee members for the voluntary commitment that they give and the expertise that they bring to the table. My particular thanks go to my Vice-Chair, Harold Williams OBE.

In our Diocese we have clearly articulated our role in school improvement and our support for leadership and management of our schools, in addition to our other important functions in governance and buildings. We all believe it is our Christian duty to provide high quality education to our pupils in order to offer them the best life chances. Our statutory role, as the Diocese, is to support our schools in terms of their distinctive Church of England nature and ethos. The Understanding Christianity programme is now being implemented in schools and recognised in SIAMS inspection reports under the new framework, as is the advice and support received through our Primary RE Hubs and Christian Basics course for teachers new to CE schools.

High quality education and CE distinctive features of education are complementary virtues, not mutually exclusive. In order to deliver on this agenda, you will now be familiar with our workforce, led by our Director of Education, Deborah Smith. We continue our commitment to school improvement and school leadership training, allocating a significant chunk of our resources – paid for, largely, by your sign-up to this Service Level Agreement.

I would like to offer my personal thanks to Ian Tomkin for his many years of service to the Diocese and wish him well in the next chapter of his life.

Thank you.

+ Mark Middleton

Rt Revd Mark Davies – Bishop of Middleton, Chair of the Board of Education

The statutory basis for partnership

The Diocesan Board of Education (DBE) Measure of 1991 describes the statutory functions of a Board as being:

- (a) to promote or assist in the promotion of education in the Diocese, being education which is consistent with the faith and practice of the Church of England;
- (b) to promote or assist in the promotion of religious education and religious worship in schools in the Diocese;
- (c) to promote or assist in the promotion of church schools in the Diocese and to advise the governors of such schools and trustees of church educational endowments and any other body or persons concerned on any matters affecting church schools in the Diocese;
- (d) to promote co-operation between the Board and bodies or persons concerned in any respect with education in the Diocese;
- (e) other specific functions assigned to the Board by the Measure; and
- (f) such other functions not contrary to the Measure as are assigned to the Board by the Diocesan Synod, other than functions relating to church schools or church educational endowments.

Certain other requirements relating to the partnership between schools and their DBE are laid down in law:

- (g) Voluntary Aided schools are **required to invite** the Diocesan Director of Education, or his/her representative, to offer advice on the appointment of headteachers and deputy headteachers, if a representative of the LA Director has also been invited. (In the Diocese of Manchester, Voluntary Controlled schools, by agreement, follow the same procedure.)
- (h) All church schools are required to have a Statutory Inspection of Anglican and Methodist Schools (SIAMS) under section 48 of the Education Act 2005.
- (i) Governors of CE schools are required by the 1991 DBE Measure to **obtain the permission** of the Board of Education before carrying out any work on the school building.
- (j) Church schools that wish to apply to become academies **must have the explicit consent** of the Board of Education, and Church schools that wish to expand to three forms of entry must explain their decision, in person, to the Board of Education.

Our Service Level Agreement is aligned with our statutory duties, and our interpretation of them. We hope you find it easy to follow and comprehensive in content.

Introduction

The Board of Education has a two-level subscription payment into the service level agreement. For VA schools this includes the buildings and consultancy package and for CE majority governance academies, this includes the additional governance responsibilities. Based on pupil numbers, this has proved to be very popular with our schools who feel it is very good value for money. **For the vast majority of our schools this adds up to less than £1000 for the year,** comparing extremely favourably to the cost of *ad hoc* consultancy support.

Our main aim as a Board is to help support our schools in providing high quality education provision within a distinctively Christian framework. Just as education in general is changing, so too must the Diocese continue to develop to meet the needs of our schools.

As always, there is the important work that officers and advisors carry out on behalf of schools, in relation to: school place planning; school improvement in the distinctive aspects of CE schools; inspections; RE curriculum advice and schemes of work; support for collective worship; appointment of governors; training and support of governors; appointment of headteachers and deputies; admissions; and buildings.

As a team, we are dedicated to providing schools with excellent service. In order to enhance our school improvement capacity we engage Diocesan School Advisors (DSAs) on a sessional basis. We trust you will continue to support our work by subscribing to this package.

This Service Level Agreements supports your work towards maintaining the Christian distinctiveness of your school. Therefore, you may wish to highlight this with your Governing Body.

Subscription rates 2020/21

VA schools and academies (with VA governance models)	£4.79 per pupil + VAT on £1.86 for VA schools or buildings package.
VC schools and academies (with VC governance models)	
Foundation schools and Affiliated schools	£2.51 per pupil

Constitution and membership of the DBE

The Board is constituted under the Board of Education Measure 1991 Appendix 1 as amended by the Manchester Diocesan Board of Education Order 2011; it meets, minimally, three times each year.

The **Director of Education** acts as secretary to the Board and presents a risk register to each Board meeting and an annual report to the Diocesan Synod. In the Diocese of Manchester, the Board is a **body corporate**.

The Board has two main committees, the **Schools Committee** and the **Finance and General Purposes Committee**. These committees meet termly in advance of, and in tandem with, the Board meetings. The Board may also establish short-life sub-committees. For example when a school wishes to apply for an Academy Order, the Board will establish a Standing Committee, to hear the case, before consenting permission to apply to the DfE.

Board members

Chair	Rt Revd M Davies
Vice Chair	Mr H Williams OBE
Bolton Archdeaconry	Mr L Yarwood (Lay member), Revd Canon Dr C Bracegirdle (Clergy member)
Manchester Archdeaconry	Canon Dr Addy Lazz-Onyenobi (Lay member), Revd Canon F Sher (Clergy member)
Rochdale Archdeaconry	Mr R Lait (Lay member), Revd R Battershell (Clergy member)
Salford Archdeaconry	Mr P Wright (Lay member), Revd K Owen (Clergy member)
Co-opted members	Revd M Cox, Mrs K Morris, Mr G Walczak, Revd P Williamson

Schools Committee members

Chair	Rt Revd M Davies
Vice Chair	Mr H Williams OBE
Members	Revd Dr K Archer, Mr P Hilton MBE, Mr R Lait, Mrs T Lewyckyj, Mr G Walczak, Mr M Whitehead, Revd P Williamson

Finance and General Purposes Committee members

Chair	Mr H Williams OBE
Vice Chair	Rt Revd M Davies
Members	Mr S Bramwell OBE, Ms K Middleton, Mrs K Morris, Mr D Winston, Mr R Palmer MBE, Mr L Yarwood

Staff list

Director of Education

Deborah Smith 0161 828 1429

Youth Officer

Susie Mapledoram 0161 828 1435

Children's Officer

Karen Beal 0161 828 1433

Senior Administrator

Ruth Gent 0161 828 1408

Financial Administrator

Vaneeta Patel 0161 828 1438

Buildings Administrator

Leona Brooks 0161 828 1406

Schools Administrator

Helen Tyler 0161 828 1436

External Communications Administrator/ Project Support Worker

Lois Hall 0161 828 1460

Children Changing Places Project Manager

Rachel Eden 07387 261 677

God and the Big Bang Co-ordinator

Suzanne Kalka 0161 828 1407

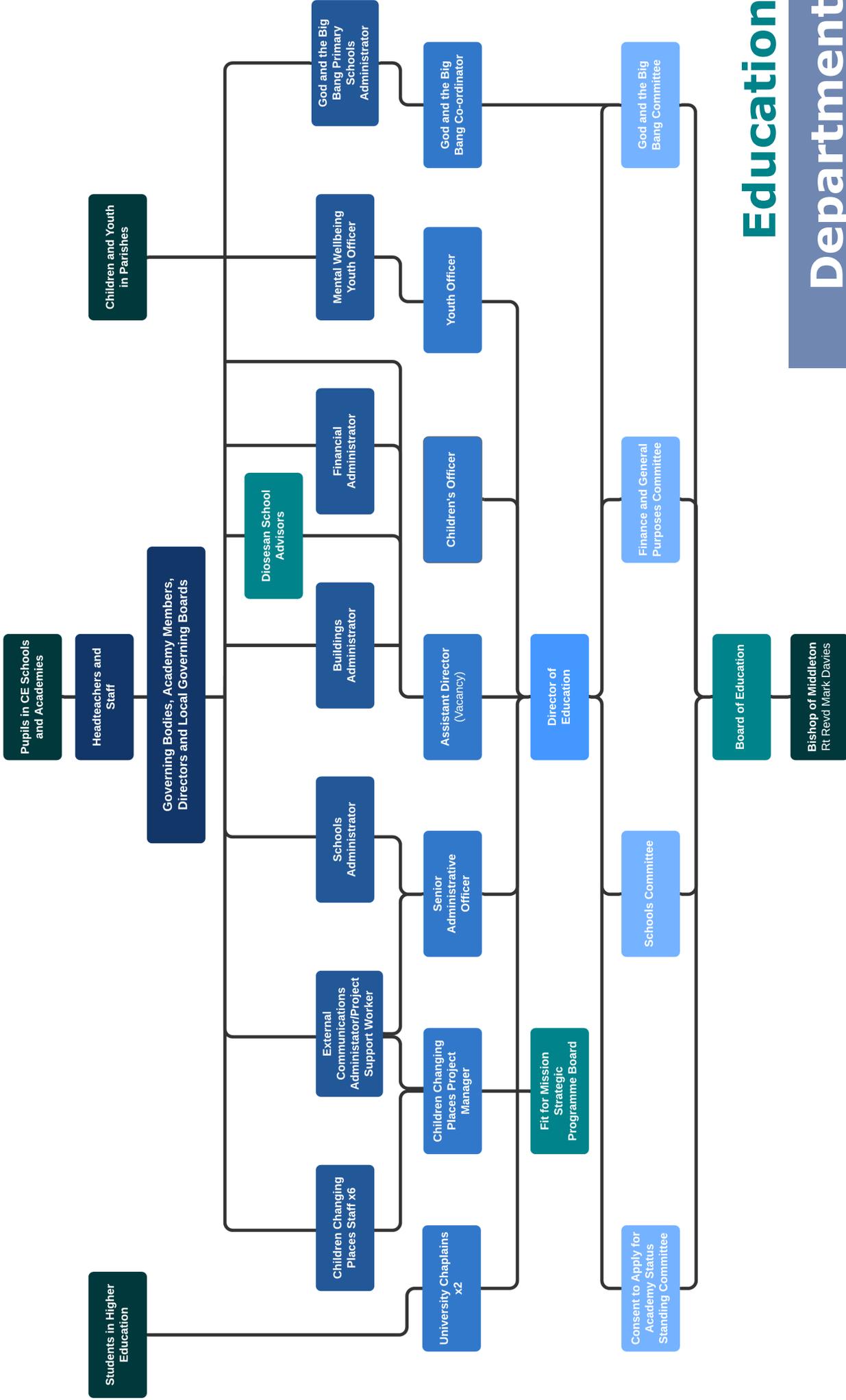
God and the Big Bang Primary Schools Administrator

Sarah Moring 0161 828 1432

Mental Wellbeing Youth Worker

Amy Sixsmith 0161 828 1456

(Diocesan School Advisors (DSAs) for school improvement, governance, admissions and RE can be contacted through Deborah Smith/Ruth Gent)



Education Department

Functions

The following paragraphs set out the services provided by the Department to carry out the functions of the Board of Education. The tables indicate whether the service is provided to the schools and academies paying the VA rate, the VC rate or is provided at no cost to all schools and academies.

Sustaining or growing the number of CE school places

The function, **to promote or assist in the promotion of education in the Diocese, being education which is consistent with the faith and practice of the Church of England**, is carried out in the following way: **sustaining or growing the number of CE school places in each local authority**

The Department's function is carried out through its church schools. The Diocese of Manchester is one of the largest in England. During a time of aggressive opposition to church schools, the Diocese has sustained or grown the proportion of church school places in each local authority. This service is provided free to all schools. Further demographic growth is expected in the future.

Advice for school improvement – RE curriculum and collective worship

The function **to promote or assist in the promotion of religious education and religious worship in schools in the Diocese** is carried out in the following way: **advice for school improvement – RE curriculum and collective worship (these functions are carried out by DSAs)**

Services provided to schools

RE co-ordinators' hub meetings	✓	✓	✓
Access to library materials to support the RE curriculum	✓	✓	✓
Policy advice on withdrawal from RE/collective Worship	✓	✓	✓
Policy on Christian values/British values	✓	✓	✓
Training to support the Diocesan Syllabus	✓	✓	✓
Advice re: 'Valuing All God's Children'	✓	✓	✓
Production and revision of RE schemes of work*	✓	✓	
Written guidance on the teaching of RE	✓	✓	
Training on collective worship	✓	✓	
Written guidance on worship (if school specific)	✓	✓	
Production and revision of Diocesan RE Syllabus*	✓	✓	

SLA VA rate	SLA VC rate	Free to all
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The Department designs and communicates a Diocesan curriculum and schemes of work for church primary schools (* separate charges may occur for major revisions). It provides additional advice and guidance to schools in terms of the RE curriculum and collective worship. It facilitates meetings for RE subject leaders and chaplains to disseminate good practice. It provides policy advice on withdrawal issues and the relationship between Christian values and British values.

Advice for school improvement – advice for schools causing concern

The function **to promote or assist in the promotion of church schools in the Diocese and to advise the governors of such schools and trustees of church educational endowments and any other body or person concerned on any matter affecting church schools in the Diocese, is carried out in the following way: Advice for school improvement – advice for schools causing concern**

The Department identifies schools causing concern in various ways: these include those placed in Ofsted categories of Requires Improvement or Inadequate; those placed in local authority or DfE categories of concern and those of direct concern to the Diocese. The Education Department supports schools categorised in this way with a view to bringing about improvement. The Diocese, in its portfolio of 193 schools, consistently has disproportionately fewer schools placed in an Ofsted category of concern than national or regional benchmarks. At the time of publication (April 2020), there are no schools with directive academy orders.

Services provided to schools

Good practice links to schools across the Diocese of Manchester

Representation at LA, Ofsted and HMI feedbacks and meetings

Shared intervention programme with LA

Advisory meetings with headteacher (initial meeting free)

DSA support for schools causing concern (negotiable up to 30 hours/10 sessions - as required)

Advice for governors

Financial support for Tutor Trust Programme in school identified as Requires Improvement

SLA VA rate	SLA VC rate	Free to all
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✓	✓	✓
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✓	✓	✓
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✓	✓	
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✓	✓	
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✓	✓	
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✓	✓	
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✓	✓	
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Advice for leadership and management – governors and headteachers

The Board appoints Diocesan governors to school governing bodies and, if possible, the Department assists schools and parishes to identify parish governors. It continues to provide a comprehensive training programme for governing bodies. These can be bespoke sessions tailored to school needs if requested.

The Department assists schools by providing advice (four sessions) during the appointment process of headteachers, deputy headteachers, chaplains and others.

The Department also provides pastoral support to governors and headteachers when necessary.

Diocesan training courses for leadership are administered and delivered through St James's CE High School, Farnworth, one of our teaching schools.

Contact: Carol Dutton or Victoria Gavin on

Phone: 01204 333000,

Email: training@st-james.bolton.sch.uk

These include the 'Christian Leadership' course for aspiring church school leaders, in association with other NW Anglican dioceses.

Services provided to schools

	SLA VA rate	SLA VC rate	Free to all
Initial advice with school personnel on governor matters	✓	✓	✓
Telephone link and advice	✓	✓	✓
Bi-annual LA group meetings for primary headteachers, academy principles and chairs of governors in each LA area	✓	✓	✓
Annual meeting for secondary headteachers, academy principals and chairs of governors	✓	✓	✓
Individualised training for clergy and parish leaders on church/school issues	✓	✓	✓
Attendance and advice at meetings for the appointment of headteachers	✓	✓	✓
Attendance and advice at meetings by invitation for the appointment of deputy headteachers, chaplains and secondary Heads of Religious Education	✓	✓	✓
Induction visits by the Director or Deputy Director for new and acting headteachers	✓	✓	✓
Ethos/RE/Collective Worship health checks for schools with newly appointed headteachers	✓	✓	✓
50% fee paid for Christian Leadership programme for aspiring leaders	✓	✓	
Pastoral support for headteachers and staff	✓	✓	
Advice to governors about preparing for inspection	✓	✓	
Guidance on admissions policies, appeal processes, exclusions, constitution	✓	✓	
Training for chairs of governing bodies and newly appointed governors to CE schools	✓	✓	

Co-operation with local authorities and other bodies

The function **to promote co-operation between the Board and bodies or persons concerned in any respect with education in the Diocese**, is carried out in the following way: **co-operation with local authorities and other bodies**

The Department liaises closely with the school Church of England Education Office, local authorities and the Regional Schools Commissioner in all matters concerning schools. As we deal with 12 Local Authorities (LA), the work is managed by the Director/Deputy Director to ensure consistency of approach. The work includes the identification of schools causing concern and allocating most appropriate means of support. It also includes liaison regarding the opening, closing and significant alteration of church schools and capital programme work in church schools.

Diocesan representation at Standing Advisory Council for Religious Education (SACRE) meetings throughout the Diocese	✓	✓	✓
Regular Diocesan meetings with the LAs creating shared identification of schools causing concern and school place planning issues	✓	✓	✓

Miscellaneous statutory work

Inspections

(Statutory Inspection of Anglican/Methodist Schools/Section 48)

Services provided to schools

Advice to staff and governors on preparation for SIAMS

Training for staff and governors on school self-evaluation of church school distinctiveness

Assistance in production of SIAMS action plan and any resulting training

Support for individual schools based on need

SLA VA rate	SLA VC rate	Free to all
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✓

✓

✓

✓

✓

✓

✓

✓

Other Advice: legal, financial, human resources, curriculum (except RE)

Consultation and telephone contact via officers and Diocesan Registrar regarding legal, financial, human resources and curriculum issues.

However, the SLA does not offer legal, financial, HR, or subject

curriculum advice.

✓

✓

Advice of the Board required for alteration of purposes of church educational endowments

The trustees of any church educational endowment held wholly or partly for or in connection with a church school shall obtain the advice of the Board for the diocese in which the school is situated and shall have regard to that advice before making or agreeing to the making of any alteration in the purposes for which the endowment may be applied.

Services provided to schools	SLA VA rate	SLA VC rate	Free to all
Diocesan representation at LA meetings concerning SCA	✓	✓	✓
Representation at LA meetings regarding asset management and other building issues	✓	✓	✓
Telephone assistance on capital financing issues	✓	✓	✓
Advice on DfE grant eligibility and legal matters relating to projects and land ownership	✓	✓	✓
Membership of schools maintenance scheme	✓		
Processing payment of governors' liability bills	✓		
Processing payments of all bills on larger projects	✓		
Claiming DfE and LA grants for capital projects on behalf of the governors	✓		
Liaising with DfE on queries regarding projects	✓		
Site visits, where necessary	✓		
Assisting with and scrutiny of Voluntary Aided approval forms for capital projects on request	✓		
Assisting with school building development plans	✓		
Monitoring project stages and costs on all DfE funding streams	✓		
Eligibility for grants from MDBE scheme	✓		
Training on DfE, MDBE procedures and Diocesan Schools Maintenance Scheme for headteachers, governors and relevant staff as required	✓		
Training courses on DfE procedures (a charge may be made according to venue)	✓		
Arranging and monitoring of DFC cluster groups	✓		

Additional services for schools/academies will be charged

- Religious Education courses and conferences (schools bought into the SLA will be given a 30% discount)
 - Courses for teachers and other staff who are new to church schools (schools bought into the SLA will be given a 30% discount)
 - Annual conference for headteacher and chairs of governors of church schools (schools bought into the SLA will be given a 30% discount)
 - DSA consultancy (eg headteacher performance management) £300 +VAT per session (session = half day/evening)
- Extended DSA support (beyond agreed initial support) £300 +VAT per session

Charges for schools electing not to pay for the SLA

Building services (VA schools only)

Site visits/consultancy by DBE officer at school's request

£300 +VAT
per visit

Advice for church schools causing concern

Advisory meetings with headteachers or governors

£300 +VAT
per visit

RE/worship/inspection

Consultancy/advice/training on ethos, worship, inspection

£300 +VAT
per visit

Governors' support

Consultancy/advice/training on governor matters and personnel issues

£300 +VAT
per visit

Advice on admissions policies, appeal processes, exclusions

£300 +VAT
per visit

Events, meetings and communications (available to all)

- **Annual School Conference**
- **Annual Secondary Headteacher Meeting**
- **Annual Primary Headteacher Meeting**
- **Annual Training Meeting of Academy Members and Trustees**
- **Bi-Annual CEO Academy and MAT Meeting**
- **Annual Year 6 Leaver Services**
- **Annual SIAMS updates**
- **SIAMS Certificates of Achievement**
- **Bi-Annual Primary Headteacher and Chair of Governors Meetings**
- **Termly RE Hubs**
- **New Headteacher Induction and Evensong**
- **Retiring Headteacher Evensong**
- **Thanksgiving Celebration for Governors**
- **Termly Newsletter**
- **Termly Directors Update**
- **Manchester—Lahore Diocesan Education Link:** There is also the opportunity to connect to schools and teaching colleagues in our link Diocese of Lahore with ongoing support to develop and maintain links provided.

Children Changing Places Project in Bolton

The Children Changing Places Project in Bolton is a five year project funded by the Diocese and the Church Commissioners, to create Christian discipleship pathways for children and young people in schools and parishes in Bolton. It reports to a Diocesan Project Board but is managed by the Director of Education. Currently it is viewed as an exemplary project with a reputation for excellence nationally recognised.