



**Delivering Educational Services to Church Schools:
The Diocese of St Albans Service Level Agreement**

April 2021 – March 2022

Bishop's Preface

I am delighted to commend to you the Diocese of St Albans Service Level Agreement – Delivering Educational Services to Church Schools. This scheme continues to help support church schools in a time when education is changing rapidly.

In the Diocese we have a set of priorities under the heading *Living God's Love*. We have been inviting people, parishes, schools and chaplaincies

- to journey deeper into God
- to go out in partnership
- to bring transformation to communities
- to make new disciples

This programme has run for a number of years and we are now taking it forward with renewed energy.

Church schools have always encouraged young people to journey deeper into God - an offer open to young people of all faiths and none. For Christian young people, church schools can help them as they learn more about God.

Church schools have also always had a key role in local communities, and many have played a significant part in helping transform the community in which they are based. The Church of England is the leading national provider of academies and we seek to build on our family of schools across all phases and age ranges, whether they be academies or a local authority voluntary aided or controlled school. Many of our schools are in areas of social deprivation as the church recognises that opportunity is for all and seeks to support, develop and encourage all its young people whatever their background. Working with all faiths and none, our schools have sought to be centres for community growth and have worked at bringing people together.

Above all, church schools are not only places where we aim to provide a first-class education in each local community but also where we have a holistic approach to every child so that they can develop to their full potential.

I am happy to commend this service to you, as it will offer support to those responsible for taking church schools into the future. We want to ensure that they continue to provide an excellent education for the young people of this Diocese.

The Right Revd Dr Alan Smith
Bishop of St Albans

The Diocese of St Albans

The Diocese of St Albans is the Church of England in Hertfordshire, Bedford Borough, Central Bedfordshire, Luton and part of the London Borough of Barnet. There are over 336 parishes in the 1008 square miles; there are 235 paid clergy, and around 80 self-supporting (unpaid) ministers. These are supported by 300 Readers (or lay preachers, as they are sometimes popularly known). The Diocese is led by the Bishop of St Albans, the Rt Revd Dr Alan Smith, assisted by the Bishop of Bedford, the Rt Revd Richard Atkinson, and the Bishop of Hertford, the Rt Revd Dr Michael Beasley. Our 136 Church of England schools are part of the Anglican family in this area.

The Diocese is divided into three Archdeaconries. The Archdeaconry of Bedford is served by the Ven Dave Middlebrook. Hertfordshire roughly to the west of the A1(M) comprises the Archdeaconry of St Albans and is served by the Ven Jane Mainwaring. The Archdeaconry of Hertford consists of East Hertfordshire and Barnet and is served by the Ven Janet MacKenzie.

Our Cathedral is the wonderful Abbey in St Albans, which has been a place of Christian worship for hundreds of years.



Digital Mapping Solutions from Dotted Eyes © Crown copyright 2009

Foreword

This document outlines the services that will be provided to Church of England schools by the St Albans Diocesan Board of Education (DBE) under a service agreement (SLA).

The central focus of the Board's mission is to work alongside Anglican church schools in the diocese to support them in their task of delivering high-quality education inspired by Christian faith and values. We believe that providing the services outlined in this document is a key way in which we can achieve this mission and make a positive difference in the education of the pupils in our schools.

Since the commencement of the Service Level Agreement, we have worked hard to expand the range of services offered to schools, and currently use over 25 independent educational consultants to supplement the work of the Schools Team. This coming year, you will see that we have maintained the high standards of the core offer available to schools when they join the SLA. We believe that this makes the SLA a highly attractive and cost-effective method of supporting school effectiveness in its broadest sense.

I was delighted that so many of you supported the SLA last year with 93% of schools signing up. I have received some encouraging comments regarding the support you have received and it is reassuring to hear that you value the service on offer.

Supporting this agreement every year means that the advice and expertise will be there when you most need it.

In this scheme, we seek to provide a service that is

- committed to the mission of church schools
- distinctive in meeting the needs of church schools by complementing the services provided by the local authority
- of a high professional standard
- good value for money

We look forward to receiving your application.

David Morton
Diocesan Director of Education

Contents

| | Page |
|--|--------|
| • Service Charter | 6 |
| • Diocesan Service Level of Agreement | 7 |
| ○ RE, Collective Worship and SIAMS Support | 8 |
| ○ Leadership and Management; School Ethos | 9 |
| ○ Appointment of Senior Staff | 10 |
| ○ Governors, Governance and Admissions | 11 |
| ○ School Improvement | 12 |
| • Services to All Schools | 13 -14 |
| • Charges and Payments | 15 |
| • Representation and Networking | 17 |
| • Contact Details | 18 |

Service Charter

The St Albans Diocesan Board of Education

Church schools subscribing to the Diocese of St Albans Service Level Agreement described in this prospectus are entitled to expect the Schools Team

- to have a pastoral concern for our Anglican church schools
- to provide professional information, advice and assistance in the areas listed
- to deliver the services listed upon request to a high professional standard
- to respond promptly and courteously to requests for assistance
- to act with discretion and safeguard confidentiality
- to be responsive to individual schools and their distinctive ethos
- to act with integrity and in accordance with Christian beliefs and values
- to promote at all times the Church of England foundation and Christian ethos of the school
- to deal promptly and courteously with complaints about the level of service provided

Subscribing schools

In return, church schools subscribing to the Agreement are expected

- to keep the Schools Team informed of the current situation in relation to the service required and developments at the school
- to be available, given adequate notice, for meetings and/or visits to ensure progress is maintained
- to give adequate notice when requesting visits, meetings, training, etc
- to provide updated school information as requested
- to respond appropriately to the professional advice given
- to pay invoices promptly, in line with the terms and conditions

The Service Level Agreement

Church schools that sign up to the Service Level Agreement will be entitled to receive

- A mid-point SIAMS health check
- School development consultancy visits
 - 1 per annum primary phase
 - 2 per annum secondary and middle deemed secondary phases
- Free attendance for one teacher or governor at the following events:
 - RE Surgeries
 - Headteacher updates
 - Governance briefings
- Termly Headteacher networking breakfasts
- 50% discount on all diocesan courses
- 20% discount on all diocesan conferences

Church schools which sign up to the Service Level Agreement will also be entitled, on request to the Schools Team, to receive

- Advice on policies, including: Religious Education; Collective Worship; Spiritual, Moral, Social and Cultural; Mission Statements
- Support on RE curriculum development across all phases
- Advice and support on leadership, management and pastoral issues
- Support and advice on Academy status and church schools
- Support and guidance on school improvement issues
- Pre- and post-inspection support
- Attendance by an education consultant at meetings in relation to the appointment of senior leaders at the school
- Specialist support across a range of services
- Officer participation at one meeting for advice and support in connection with admissions policies and procedures
- Advice and support in dealing with admission appeals
- Support and advice on the areas specified in this Agreement via e-mail and telephone

In negotiation with the Schools Team, groups of schools may request the opportunity to cluster together in order to facilitate a larger piece of work, on any of the above.

RE, Collective Worship and SIAMS Support

Subscribing schools will receive advice and information on

- Diocesan guidelines and LA RE Agreed Syllabuses
- Policy documents and schemes of work
- Resources
- Statutory denominational inspections and self-evaluation procedures
- Roles and responsibilities of governors, headteachers and clergy
- Education law relating to RE and Collective Worship (including rights of withdrawal)
- Teaching about faiths and belief systems other than Christianity

Services available

- Telephone and e-mail advice
- Meetings for RE HoDs and primary RE co-ordinators as arranged by the Team
- Pre-/post-SIAMS inspection support including support with self-evaluation
- Representation at SIAMS feedback
- Specialist RE support at all key stages
- Production of new resource materials and guidelines plus appropriate training
- Access to a SIAMS mid-way “health check”
- Access to a Collective Worship briefing

Leadership and Management; Church School Ethos

Subscribing schools will receive advice and information on

- Leadership and management of a church school
- Spiritual, Moral, Social and Cultural development in church schools
- SMSC policy
- Establishing and developing a distinctive Christian ethos
- Inclusion
- Community links – local, national and global
- Values education
- Critical incidents, parental complaints, safeguarding
- Leadership development
- School re-organisation and federation

Services available

- Telephone and e-mail advice
- Guidance and support materials on SMSC development in church schools
- Church school headteacher mentor, if appropriate
- Reduced costs for the “in-house” annual programme of training courses organised by the Schools Team
- Critical incident support

Appointment of Senior Staff

Subscribing schools will receive advice and information on

- Recruitment of deputy headteacher and head of RE / RE co-ordinator
- Selection and appointment procedures
- Safeguarding issues
- The differences in interview questions permissible in Academy, VA and VC church schools
- Support for headteachers taking staff through LA or Academy procedures

Services available

- Telephone and e-mail advice
- Provision of a recruitment pack of sample documentation
- Preparation and training of governors in making appointments, including
 - setting up the recruitment panel
 - advising on the wording and placement of advertisements
 - preparing the job description and person specification
 - guidance on selection methods and interview techniques
- Participation at shortlisting and appointment meetings
- Providing professional debriefing for candidates on behalf of the governing body if requested

Governors, Governance and Admissions relating to a Church School

Subscribing schools will receive advice and information on

- Constitution and membership of governing bodies
- Roles and responsibilities of governors
- Legal matters in relation to responsibilities of governors
- School policy documents reflecting the distinctive ethos of church schools
- Headteacher/governor relationships
- Child Protection issues
- Admissions policies, procedures and appeals for Academies/VA schools

Services available

- Telephone and e-mail advice
- Officer support at one meeting for advice in connection with admissions policies and procedures
- Support for governors and headteachers responding to parental complaints about the school
- Access to specialist support and advice relating to Child Protection issues
- Reduced costs for diocesan-organised training for governors
- Access to briefings relating to school governance and admissions

School Effectiveness

School effectiveness services are undertaken in partnership with the Local Authority and are meant to supplement, not replace, services offered by your local authority.

Services available

- School development consultancy visits
 - 1 per annum primary phase
 - 2 per annum secondary and middle deemed secondary phases

This will take the form of a professional discussion that will allow a school to reflect on a mutually agreed area of school effectiveness or improvement.

- Schools Causing Concern

A package of support measures tailored to the needs of the school consisting of 6 x ½ days plus an additional 4 x ½ days if required. Support is allocated in consultation with the Local Authority and is undertaken by an independent education consultant.

- School effectiveness (training, advice and support)**
- Governing body effectiveness (training, advice and support)
- Consultant support for school leaders
- Consultant support for school governors
- Consultant support for chairs of governors
- Headteacher briefings (Bedfordshire schools only)
- Curriculum advice and support (currently RE, music, mathematics, SMSC and PHSE)
- Provision of School Improvement Partners (additional cost)

*** In the context of the SLA, school effectiveness refers to the quality of education; standards; school improvement; the development of the school's Christian ethos and its contribution to the overall effectiveness of the school*

Services to All Diocesan Schools

All schools will receive advice and support on

RE, Collective Worship and SIAMS

- Administration of the SIAMS inspection process
- Involvement in church services organised by the Schools Team, eg Harvest
- Invitation to an annual course for clergy involved with church schools

Leadership and Management

- Church of England national and regional representation
- Diocesan representation at Local Authority level
- An induction day invitation for all new headteachers
- A follow-up course for “newish” headteachers
- Access to training courses, conferences and consultancy arranged by the Schools Team

Appointment of Senior Staff

- Attendance by an educational consultant at shortlisting meetings and interviews related to the appointment of a headteacher where possible
- Advice and support with headteacher job descriptions and personal specifications* - in particular with regard to the school’s Christian character

Governance and Admissions

- Statutory governance
- Foundation governors
- Admissions policy consultation
- Access to governor training courses organised by the Schools Team

Training and Development

- Access to training courses and conferences arranged by the Schools Team
- Phone support from team members
- Visits from officers to support school events and celebrations

Services to All Diocesan Schools

School Buildings and Diocesan Trust/Land Issues

- Signposting to appropriate professionals regarding diocesan trust deeds and related legal issues
- General building development planning
- General issues regarding school Capital Grants
- Diocesan-approved architects and consultants
- School Condition Allocations (SCA) or replacement capital programmes, if appropriate
- School-controlled Devolved Formula Capital Grant
- Site visits (subject to availability)
- Land Registration process

All Voluntary Aided Schools will continue to have access to the following services

- Administration of VA school buildings insurance scheme for participating schools within the diocesan policy
- Representation at VA Capital Grant meetings with Local Authorities*
- Administration of School Condition Allocations (SCA) and co-ordination for approved projects*
- Cash flow facilities for approved projects*
- Liaison with project architects, consultants and contractors related to approved projects*

* An administration charge will be applied to approved projects.

Support and Information related to Academy / Federation / Trust Status / Free Schools

Charges for support and services associated with the establishment of a Free School or Church of England Academy (including changing status from a Voluntary Aided or Voluntary Controlled to Academy), hard or soft federation issues and/or Trust schools fall outside this agreement and should be discussed separately.

Annual Service Charges

The annual charge has been calculated using “number on roll” bands, as shown below.

We feel that the charging rates provide good value for money for the services offered and are generally lower than many other dioceses’. The bandings using grouped pupil numbers are similar to those used in other dioceses and are considered a fair way to calculate the annual charge.

The charges are split between the two sectors to reflect the higher support and advice generally required for our Voluntary Aided schools and Academies. We have also given consideration to our very small schools to ensure that charges are affordable, and to our secondary phase schools that will require secondary level expertise. We believe the SLA continues to offer excellent value for money as we expand and develop the services offered.

Schools wishing to opt in part-way through a year will be charged a fee relative to the months outstanding for that charging period, if requested, and services will be available on a pro rata basis. These schools will also be required to commit to continuing with the agreement for the following full financial year. It will not be possible to refund any payments made after the start of the new charging period. A school wishing to opt out of the agreement prior to the start of the new financial year must advise the Diocesan Director of Education in writing. Notice of a minimum period of half a term, prior to the start of the new charging period, will be required.

The following gives the annual charge for 2021-22, based on pupil numbers on roll.

| Number on roll [as of January] (Costs shown exclude VAT) | VA School / Academy | VC School |
|---|--------------------------------|------------------|
| 49 or fewer | £245 | £195 |
| 50 to 99 | £440 | £340 |
| 100 to 199 | £590 | £490 |
| 200 to 299 | £740 | £640 |
| 300 to 399 | £890 | £790 |
| 400 to 499 | £1040 | £940 |
| 500 to 599 | £1190 | £1090 |
| 600 or more | £1340 | £1240 |

Other Charged Services

A Charges for Services and Support outside the Agreement

For those schools choosing *not* to take up the agreement, or for schools wishing to access further consultancy support, the following charges will apply:

- £90 per hour* of officer/consultant time
- £225 for evening or twilight sessions
- £450 daily charge
- Training and development courses will be charged at full rate.

(Schools that are part of the agreement will receive a discount on “in-house” courses arranged by the Schools Team. Charges currently start around £35.)

* Two hours will be the minimum charge applied. All charges shown exclude VAT.

B Academy / Federation / Trust Status / Free Schools

Costs associated with the establishment of a free school or Church of England Academy, including changing the status from Voluntary Aided or Voluntary Controlled to Academy and issues relating to hard/soft federations or Trust schools fall outside this agreement. For guidance on these issues, please contact David Morton.

Access to the services within this agreement is available to all church schools within the Diocese of St Albans, regardless of legal status.

C VA Schools and Central Government Capital Grant Projects, eg SCA

An administrative charge will be applied to School Condition Allocation Projects (SCA) (or any replacement capital programme) to offset some of the administrative costs incurred by the DBE for accessing, managing and cash-flowing capital projects supported by Central Government Capital grants. Only those VA school projects benefiting from a grant would attract the charge.

D VAT

All prices shown are exclusive of VAT. VAT will be charged at the standard rate and will show separately on requests for payment.

E Complaints Procedure

In the event of a school being dissatisfied with any part of the service, in the first instance personnel should speak to the officer or consultant involved. If this does not resolve the issue, they should approach the Diocesan Director of Education.

Representation and Networking

In providing these services, the officers and members of the Board will be involved in representing the schools of the Diocese in a variety of ways:

- At **national** level - by maintaining close links with the Education Office of the Archbishops' Council and the National Society (including their legal advice scheme)
- At **regional** level - by maintaining close links with the education teams of the other dioceses in the Eastern Region
- At **LA** level - by regular liaison with officers and by membership of the appropriate committees and forums including:
 - Education Select or Scrutiny Committees
 - Admissions forums
 - SACREs (Statutory Advisory Councils for Religious Education)
 - Schools forums
 - VA Capital Grant Meetings
- By a partnership agreement with the National College for Teaching & Leadership and its regional and local offices
- By regular contact with governors' organisations
- By regular contact with bishops, archdeacons and other diocesan advisers, and with the Bishop's Council
- By working in partnership with other denominations involved in education

In representing the educational interests of the Diocese the Officers of the Board will:

- Foster and develop the partnership that exists between the Diocese and the LAs
- Protect the status of church schools and their distinctive nature
- Promote the importance and the continuance of the Church of England sector
- Promote the establishment of new church schools and of partnerships with community schools
- Represent church schools to the wider church and to diocesan groups
- Represent church schools in the press and in public and community debate

In delivering these services, the Officers of the Board will provide schools with regular opportunities for contact, consultation and support, including:

- Annual conferences for headteachers / deputy headteachers / aspiring leaders
- Meetings for secondary headteachers
- An annual briefing session for headteachers in Central Bedfordshire, Bedford Borough and Luton Borough Council
- An annual Retreat
- Facilitating meetings of local groups of headteachers and chairs of governors

Diocese of St Albans: Schools Team – Contact Details

David Morton

Diocesan Director of Education

Tel: 01727 818172

dmorton@stalbans.anglican.org

Lizzie Jeanes - Deputy Director of Education

(Tel: 01727 818168 / 07538 419582)

ljeanes@stalbans.anglican.org

Charlotte Johnson - Deputy Director of Education

(Tel: 01727 818168 / 07538 419582)

cjohnson@stalbans.anglican.org

Ryan Parker

Adviser for RE, Collective Worship & Church School Inspection

01727 818102 / 07508 802198

rparker@stalbans.anglican.org

Bob Garrard

Admissions Adviser

01582 220524 / 07895 176572

rgarrard@stalbans.anglican.org

Belinda Copson

School Support Officer (Governance and School Re-organisation)

01727 818170 / 07984 088180

bcopson@stalbans.anglican.org

Vicki Barrière

General Schools Administrator / PA to DDE

01727 818170

vbarriere@stalbans.anglican.org

Ruth Garman

School Buildings Officer

General Schools Administrator

01727 818168

rgarman@stalbans.anglican.org

Hannah Puddefoot

Assistant Schools Officer

01727 818171

hpuddefoot@stalbans.anglican.org

Fax: 01727 844469

www.stalbans.anglican.org/schools

Living God's Love in Education: Enabling Life in all its Fullness

Going Deeper into God • Transforming Communities • Making New Disciples

Holywell Lodge 41 Holywell Hill St Albans Herts AL1 1HE

www.stalbans.anglican.org

The St Albans Diocesan Board of Finance is a company limited by guarantee registered in England and Wales No145227.

Registered as a charity No 248887