



THE CHURCH
OF ENGLAND

Diocese of
Manchester

Board of Education

SERVICE LEVEL AGREEMENT 2008/9

putting our faith
in education



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Foreword by the Chair of the Diocesan Board of Education

Once again I am very pleased to commend the Diocesan Board of Education's Service Level Agreement.

I note that 80% of schools opted into the package for 2007/2008. This is evidence of trust that the Board will provide what schools expect and need. Along with maintaining its personnel, the Board has been able to offer extra consultancy support for headteacher and deputy head teacher appointments; support for all new headteachers, including a free ethos health check; and for academy work.

Officers have extended their expertise to ensure up-to-date support and advice in relation to national and local agendas. Being part of Diocesan Board of Education Services, our regional six-dioceses company, has enabled the Board to have access to a broader range of trainers and resources, thus to add value to its work with schools.

Please keep supporting this venture, since the level of service the Board is committed to offering depends on maximum participation by you and your colleagues. Although not every school will require the same level of support each year, we are in a Diocesan family of church schools, and consistent support of the scheme by schools will allow any participant school to draw down high quality officer advice and input whenever it needs it.

My very best wishes to you and to all who are charged with the education and care of children and young people in church schools, in the name of Christ.

The Venerable Andrew Ballard,
Archdeacon of Manchester

Acting Chair of the Diocesan Board of Education

The Basis for partnership

The Diocesan Board of Education Measure of 1991 describes the statutory functions of

a Board as being: 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.

- (a) To promote or assist in the promotion of religious education and religious worship in schools in the Diocese.
- (b) 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.
- (c) To promote co-operation between the Board and bodies or persons concerned in any respect with education in the Diocese.
- (d) Other specific functions assigned to the Board by the Measure; and
- (e) 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 local authority Director has also been invited. In Manchester Diocese, Voluntary Controlled schools, by agreement, follow the same procedure.
- (h) All church schools are required to have Collective Worship, and in Voluntary Aided schools, religious education, inspected under Section 48 of the 2005 Education Act.
- (i) Governors of Voluntary Aided 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.

Introduction

The Board of Education has one subscription payment into the family of church schools. This includes the buildings and consultancy package. This has proved to be very successful with our schools who feel it is very good value for money.

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 evolve to meet the needs of our schools.

The last year has seen the continuation of the Section 48 (SIAS) inspection programme with an increasing proportion of our schools receiving outstanding results. The primary capital strategy programme provides all our officers, working closely with local authorities, with specific opportunities and challenges, as has the continuing work on admissions and succession planning. Officers are asked to becoming increasingly involved in personnel issues, working closely with local authorities. The academy programme continues apace with increasing opportunities to extend the Church of England footprint across secondary education in the Diocese.

As always, there is the important everyday work that officers carry out on behalf of schools, in relation to buildings, admissions, schools requiring support, funding, reorganisation and review.

As a relatively small team, we are dedicated to giving schools good value for money and we hope that you will continue to support our work by opting in to this package.

The levels of charges for schools in 2008/9 are given on page 10.

This Service Level Agreement needs to be discussed at your next Governing Body Meeting

Part I – Diocesan family of schools: core services

These services are funded partly by the MDBE, with a contribution from schools through the Diocesan Family of Schools subscription. Any schools electing not to take up the subscription remain part of the family of church schools and can use any of the services offered on a pay as you go rate (part 3, page 10).

Support for church schools causing concern

	Aided	Controlled	Non-chargeable
•			
• Support meetings with headteacher (initial meeting free)	✓	✓	
• Pastoral support for headteachers and staff	✓	✓	
• Headteacher/mentor provided (if requested)	✓	✓	
• Ethos/RE/collective worship health checks	✓	✓	✓ (for new heads)
• Good practice links to schools across Manchester Diocese	✓	✓	✓
• Representation at LA, Ofsted and HMI feedbacks and meetings	✓	✓	✓
• Support for governors	✓	✓	

Governor services

• Initial meeting and advice with school personnel on governor matters	✓	✓	✓
• Legislation and procedures	✓	✓	
• Governor preparation for SIAS inspection	✓	✓	
• Telephone link and advice	✓	✓	✓
• Diocesan Governors' forums/meetings	✓	✓	✓
• Guidance on admissions policies, appeal processes, exclusions	✓		✓
• Guidance on National Society contracts	✓		
	Aided	Controlled	Non-chargeable
• Individual school based training: roles and responsibilities of governing bodies; strategic role of governors in church schools; the monitoring role of governors in church schools;	✓	✓	
• Training for Chairs of governing bodies	✓		✓
• Training for clerks to the governing body	✓		✓
• Guidance and assistance on change of status		✓	✓

Leadership and management

• Liaison with LAs on documentation to ensure distinctiveness of church schools	✓	✓	✓
• Twice yearly cluster group meetings for primary headteachers in each LA area	✓	✓	✓

• Training for clergy and parish leaders on church school issues	✓	✓	✓
• Advice, support and attendance at meetings for the appointment of headteachers and deputy headteachers	✓	✓	✓
• Advice, support and attendance at meetings for the appointment of senior staff and Heads of Religious Education in CE voluntary aided secondary schools and academies	✓	✓	✓
• Termly induction for all new headteachers	✓	✓	✓
• Biannual courses on aspiring to leadership in a church school	✓	✓	
• Advice on maintaining the distinctiveness of church schools	✓	✓	
• Working with schools on developing links with parishes	✓	✓	

Personnel and Legal Advice

• Initial consultation with Diocesan Registrar – telephone support via Board of Education officers	✓	✓	
	Aided	Controlled	Non-chargeable
• Support for the Chair and other governors in competency and grievance/disciplinary procedures including legal and professional advice in conjunction with the relevant local authority.	✓	✓	
• Support and advice as appropriate for the chair and other governors in all matters relating to conditions of employment for the leadership group including legal advice	✓		

RE/Worship/Ethos/Inspection

• Diocesan representation at all Standing Advisory Council for Religious Education (SACRE) meetings throughout the Diocese.	✓	✓	✓
• RE co-ordinators' meetings	✓	✓	✓
• Production and revision of Diocesan RE Syllabus	✓	✓	✓
• Production and revision of RE schemes of work	✓	✓	✓
• Access to library materials to support the RE curriculum	✓	✓	
• Written guidance on the teaching of RE	✓	✓ if requested	
• Training to support the Diocesan Syllabus	✓		
• Training on collective worship	✓	✓	
• Written guidance on worship (if school specific)	✓	✓	
• Written guidance on ethos	✓	✓	
• Training on ethos	✓	✓	
• Advice on preparation for SIAS (Statutory Inspection of Anglican Schools).	✓	✓	
• Training on school self-evaluation of church school distinctiveness	✓	✓	
• Quality assurance of SIAS report	✓	✓	✓
	Aided	Controlled	Non-chargeable
• Assistance in production of SIAS action plan and any training required	✓	✓	
• Telephone link and advice	✓	✓	✓

Documentation

	Aided	Controlled	Non-chargeable
• Termly newsletter to all schools	✓	✓	✓
• Advice on admissions	✓		✓

Buildings services

	Aided	Controlled	Non-chargeable services
• Membership of schools maintenance scheme	✓		
• Processing payment of governors' liability bills	✓		
• Processing payments of all bills on larger projects	✓		
• Claiming DCSF and LA grants for capital projects on behalf of the governors	✓		
• Liaising with DCSF on queries regarding projects	✓		
• Diocesan representation at LA meetings concerning LCVAP, capital bids, Primary Capital Strategy meetings	✓		✓
• Representation at LA meetings regarding asset management and other building issues	✓	✓	✓
• Site visits by MDBE officer	✓		
• Telephone assistance on building insurance and financial issues	✓		✓

• Assistance and guidance on insurance matters specific to church schools	✓	✓	
	Aided	Controlled	Non-chargeable
• For schools in Ecclesiastical Insurance Group (EIG) policies – insurance claims made on their behalf	✓	✓	
• Assistance with and scrutiny of voluntary aided approval forms for capital projects on request	✓		
• Liaison with schools’ consultants and other building professionals	✓	✓	
• Assisting with school building development plans	✓		
• Monitoring project stages and costs on all DCSF funding streams	✓		
• Eligibility for grants/loans from MDBE scheme	✓		
	Aided	Controlled	Non-chargeable services
• Training on DCSF, MDBE procedures and Diocesan Schools Maintenance Scheme for headteachers, governors and relevant staff as required	✓		
• Training courses on DCSF procedures (a charge may be made according to venue)	✓		
• Advice on DCSF grant eligibility and legal matters relating to projects and land ownership	✓		✓
• Arranging and monitoring of Devolved Formula Capital (DFC) cluster groups	✓		

These services will run from 01 April 2008 – 31 March 2009

Part I - Subscription rates for 2008 - 2009

(I) BASIC SUBSCRIPTION

VA Primary school £2.65 per pupil

VC/Foundation primary school £1.60 per pupil

VA Secondary schools £2.65 per pupil

VC/F Secondary school Foundation/Academy £1.60 per pupil

(Subscription based on pupil census, excluding nursery pupils)

VAT is chargeable on the element relating to the Building Services only. We will therefore, for invoice purposes, break down the charge between that which is standard rate and exempt for VAT.

Part 2 - Additional services for which schools will be charged

	Aided	Controlled	Non-chargeable services
<ul style="list-style-type: none"> • Religious Education courses and conferences (schools bought into the family of church schools core services will be given a 40% discount) 	✓	✓	
<ul style="list-style-type: none"> • Courses for teachers and other staff who are new to church schools (schools bought into the family of church schools core services will be given a 40% discount) 	✓	✓	
<ul style="list-style-type: none"> • Annual conference for headteachers and chairs of governors of church schools (schools bought into the family of church schools core services will be given a 40% discount) 	✓	✓	

01 April 2008 – 31 March 2009

Part 3 – Charges for schools electing not to pay the subscription

Buildings services (VA Schools only)

- Site visits/consultancy by DBE officer, at school's request £200.00 per visit

Support for church schools in causing concern (VA and VC Schools)

- Support meetings with headteachers or governors £200.00 per session (up to half a day or an evening)

RE/Worship/Ethos/Inspection (VA and VC Schools)

- Consultancy/advice/training on RE, ethos, worship, inspection £200.00 per session (up to half a day or an evening)

Governors' Support (VA and VC Schools)

- Consultancy/advice/training on governor matters and personnel issues £200.00 per session (up to half a day or an evening)
- Advice on admissions policies, appeal processes, exclusions £200.00 per session (up to half a day or an evening)

Note 1

There is a legal requirement for the Diocesan Board of Education to approve any work on VA school buildings and the Diocese must be involved in any bids for LCVAP or other capital bids.

Note 2

It is strongly recommended that all VA and VC schools invite a representative of the Diocesan Board of Education to give advice, support and attend meetings for the appointment of headteachers and deputy headteachers.

Staff List

Director Maurice Smith CB	0161 828 1429
PA to Director/Deputy/Assistant Director Jane Phillips	0161 828 1406
Deputy Director, RE/Training Officer Janet Cowley	0161 828 1432
Assistant Director, Curriculum/Inspection John Wilson	0161 828 1438
Buildings Officer Lynn Wild	0161 828 1437
Governor Support Officers	
Governor Training Officer Will Leeson	0161 828 1439
Governor Support Officer Chris Shelley	0161 828 1407
Buildings Administrator Tracy Squirrel	0161 828 1436
Admin Assistant Marion Kaufman	0161 828 1431
Admin Assistant Terry Cooper	0161 828 1430

Abbreviations

DBE	Diocesan Board of Education
DFC	Devolved Formula Capital
DCSF	Department for Children, Schools and Families
EIG	Ecclesiastical Insurance Group
HMI	Her Majesty's Inspector
INSET	In Service Educational Training
LA	Local Authority
LCVAP	Local Authority Co-ordinated Voluntary Programme
MDBE Education	Manchester Diocesan Board of
DBE Services	Diocesan Board of Education Services
Ofsted Adult Learning	Office for Standards in Education, Children's Services and
RE	Religious Education
SACRE	Standing Advisory Council for Religious Education
SIAS	Statutory Inspection of Anglican Schools
TTA	Teacher Training Agency
VA	Voluntary Aided
VC	Voluntary Controlled