



 **DIOCESE OF
COVENTRY**
BOARD OF EDUCATION



Diocesan Service Agreement 1 September 2020 to 31 August 2021

***Serving and Equipping Church Schools
and Academies***

***Coventry Diocesan Board of Education
The Benn Education Centre, Craven Road, Rugby, CV21 3JZ***



THE CHURCH
OF ENGLAND

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Introduction

The Diocesan Service Agreement

We are pleased to present the Diocesan Service Agreement (DSA) for September 2020 to August 2021.

Drawing on the success of last year's subscription package we are offering a similarly generous package to ensure excellent value for money and with the aim that church schools are well placed to live out the values required in educating for 'life in all its fullness'.

The Board of Education

Coventry Diocesan Board of Education (DBE) is an independent charitable company and statutory body recognised in law as the Diocesan Authority responsible for Christian Education in Church of England schools and academies within the diocese. In addition, the DBE is the accredited sponsor of 'sponsored academies'.

The Board of Education is committed to supporting its church schools and academies to ensure they provide excellent education for all learners. The DBE seeks to ensure that all its schools and academies continue to maintain their distinctive Christian character and ethos which is an essential part of the church's wider mission to serve its local communities.

Our Aims for the Diocesan Service Agreement

- To promote excellence and distinctiveness within our family of church schools, academies and the wider community.
- To be affordable and accessible.
- To be flexible and responsive to the changing needs of our diocesan family of schools.
- To support the process of academy conversion.
- To work in partnership with schools, academies and other agencies to affect school improvement.
- To ensure equality of opportunity, including managing admission appeals.
- To provide leadership advice, guidance and support.

The Diocesan Service Agreement

Free for All Diocesan CofE Schools and Academies

- Headteacher recruitment, induction and support
- Governor induction training and ongoing support
- Places for Clergy on the annual 'Working with Schools' event
- Support for Clerks to Governors

Schools, Academies and Federations subscribing to the Diocesan Service Agreement are also entitled to...

- Free places at the Headteacher Annual Residential Retreat Conference for Headteachers* (Summer Term to enable face to face)
- Places for any Governor of a CofE school at the Governors' Annual Conference (Summer Term to enable face to face)
- Place(s) for the Headteacher* at the Termly Heads' Briefings
- 1 place at Headteachers' Wellbeing half termly sessions (online initially)
- 2 places at the annual SIAMS Update Training
- Desktop review of your SIAMS SEF if you have an inspection within 2 years
- 1 place at RE and Church School Development Half-Termly Meetings (online initially)
- Termly Collective Worship pack
- Children Leading Collective Worship session – focus on Easter (Early Spring Term if face to face possible)
- Inclusion Network (CEFEL based programme – starting 2021)
- Wellbeing and Resilience Network (CEFEL based programme – starting 2021)
- Faith at Home Network (CEFEL based programme – starting 2020/21)
- Additional CPD and Bespoke Inset at cost rates

Additional Secondary DSA Package

Secondary schools subscribing to the Diocesan Service Agreement are entitled to all of the above plus:

- 1 day (or 2 half days) bespoke Christian Distinctiveness workshop in school
- Cost of the Church of England's Secondary Heads Network (includes a place at the National Conference)
- 1 additional place at the Church of England Education Office National Conference
- 2 places at a secondary RE conference hosted by Leicester Diocese and RE Today

Our CPD aims to deliver the values of the Church of England's Vision for Education providing high quality content, excellent value for money and delivering impact. The courses and events are open to all those involved in the diocesan family of church schools and academies. Some may also be appropriate for community schools and academies and they are most welcome to attend.

BOOKING PLACES ON COURSES IS ESSENTIAL!

Please email alison.watson@coventrydbe.org or call **01788 422800**

Additional CPD Available

Additional CPD Available (chargeable) will include:

- Understanding Christianity
- Clerks Training
- Admissions and Appeals Training
- Any ad hoc CPD sessions

Other Services Available (chargeable) will include:

- Bespoke SIAMS / RE Support
- Bespoke leadership / whole school support
- Headteacher Performance Management – External Adviser
- School review and school improvement support using quality assured expert consultants

Fees for CPD (unless otherwise stated)

	DSA Subscribers	Non DSA Subscribers
Two-hour event/online sessions	£20	£40
Half day CPD event	£55	£110
Full day CPD event including lunch	£110	£220
Bespoke in-school officer time – half day (indicative rate)	£220	£330
Bespoke in-school officer time – full day (indicative rate)	£330	£480

***Fees are published exclusive of VAT - this should be reclaimable
CPD and events that are chargeable will be invoiced to the school after the event***

Bespoke Work in School

In addition to our scheduled programmes, we are able to provide tailored or bespoke support on a variety of subject areas via DBE Officers and external associates.

For more information please email joanne.evans@coventrydbe.org or call 01788 422800

DSA Subscription Bands 2020-2021 (prices are exclusive of VAT)

Number of Pupils in School/Federation	Cost Per Pupil
Up to 300	£2.10
300 to 500+	£2.10 up to 300 £1.10 per pupil over 300 (up to a maximum of £850)

Invoices for subscriptions will be sent out in August 2020 for payment at the start of the academic year. (The DMAT pay the subscription for all its academies.)

Essential Work Carried out by the DBE on your Behalf

In addition to all of the services outlined in this booklet, there is a high degree of 'behind the scenes' activity carried out by Officers, Consultants and Members of the Diocesan Board of Education, including:

At **NATIONAL AND INTERNATIONAL LEVEL** with:

- Ministers, Civil Servants and Officers from the Department for Education, OFSTED and HMI
- The Church of England Education Office
- Diocesan Admissions Group and Diocesan Governance Group
- Other denominations, charities and trusts involved in education
- Diocese of Kapsabet, Kenya

At **REGIONAL LEVEL** - by maintaining close links with the Regional School Commissioner, the education teams of other dioceses, and Governor Forums; eg West Midlands Coordinated Governor Services.

At **LOCAL LEVEL** - by regular liaison with senior officers of Coventry, Solihull and Warwickshire Local Authorities and Teaching School Alliances and by membership of the appropriate committees and forums including:

- Consultation groups
- Other committees as necessary, eg Federation working parties
- School focus meetings
- Academy conversion
- Scrutiny committees
- Admissions forums
- SACREs
- Schools forums
- Bishop Christopher's Core Staff Team



Gifted Services for all Schools

Schools can access all statutory services detailed throughout this booklet and the following services are gifted as a minimum to **ALL SCHOOLS AND ACADEMIES:**

- ✓ Professional support for the recruitment of all Headteacher posts
- ✓ Introductory meeting for newly appointed Headteachers
- ✓ Regular bulletins and updates on current issues
- ✓ Pastoral and bereavement support
- ✓ Supporting schools on responding to legislation and government initiatives
- ✓ Advising schools on structures such as federations or becoming an academy
- ✓ Hosting Headteacher and Governor Advisory Groups
- ✓ Providing initial advice on specialist areas such as RE, buildings, SIAMS, governance and admissions
- ✓ Officer attendance at Ofsted and/or HMI feedback meetings; SIAMS feedback and LA review meetings where appropriate
- ✓ Initial contact and support for legal matters and officer time in respect of trust / property issues
- ✓ Officer attendance at up to three meetings regarding academy conversion exploration

VOLUNTARY AIDED SCHOOLS

- ✓ Services of YMD Boon Limited and Diocesan Officer for premises maintenance, project development and management
- ✓ Legal, administrative and cash-flow support for buildings-related work
- ✓ Support for employer/employee issues; eg contracts of employment
- ✓ Legal, administrative and advisory support for the admissions consultation process and ad hoc issues
- ✓ Administrative services and guidance of the Clerk to the Independent Admission Appeals Panel who manages the appeals process, including legal advice, dealing with the appeal hearing and relevant communication with the appellant

Please note that a charge may be incurred if significant DBE Officer time is required.



Church School Distinctiveness

Statutory Services

- Provision of a SIAMS inspector
- Updates in Education Law relating to RE and Collective Worship

Additional Services – fees advised on application

- Tailored pre and post SIAMS inspection support
- Advice on best practices in RE, including resources, policy, locally agreed examination syllabuses, schemes of work and quality of teaching and learning
- On-going CPD opportunities for RE Coordinators
- Advice on best practices in Collective Worship, including appropriate resources and advice on policy
- On-going CPD opportunities relating to Collective Worship, Spiritual, Moral, Social and Cultural Development and Sex and Relationships Education
- Support in developing your distinctive church school ethos
- Tailored support for the appointment and development of chaplaincy for your school



Governance

Statutory Services

- Appointment process for Foundation Governors
- Support when a Foundation Governor takes the ex-officio role
- Liaison with LAs, governors and clerks on the Instrument of Government

Additional Services – gifted

- Updates and advice when necessary on best practice and policy
- Induction training for governors new to church schools
- Support with communications relating to press/media etc

Additional Services – fees advised

We are able to provide bespoke training for your Governing Body which will be designed and costed according to your needs. All fees will be agreed with you before the work starts.

School Effectiveness

Whilst there is no statutory requirement for the DBE to provide School Effectiveness services, there is an on-going expectation from the Department for Education for the DBE to be proactive in involvement, intervention and support of church schools.

School Improvement Partners

We recognise the importance of being able to access the services of a School Improvement Partner and therefore the Diocesan Board of Education is able to suggest appropriate School Improvement Partner Consultants. This service can be accessed for specific ad hoc support or for an on-going programme of support. This can include support with writing the School Improvement Plan and/or evaluating its effectiveness. An initial telephone discussion is free to agree the nature and cost of the support.

School Review

In conjunction with our approved School Improvement Partners we are able to offer a mid-year School Review which will help contribute to your school's self-evaluation. This can be combined with Headteacher Performance Management (see page 11). Please contact us for further information and costs.

Bespoke Training

Any training, coaching or other intervention that is tailored to your school will be designed and costed according to your needs and all fees will be agreed with you before the work starts. In addition you can commission the DBE to design a one-off event or a series of events for your consortium or other collaborative group.



Human Resources Support

Headteacher Recruitment – advice gifted

The DBE should be involved in the recruitment of all Headteachers of church schools and academies. Outgoing Headteachers should notify the Diocesan Director of Education (DDE) of their intention to leave. Chairs of Governors are asked to liaise with the DDE to set a date and time to discuss the recruitment process.

The DBE will be able to provide guidance and advice on your requirements for pre-appointment preparation, including:

- setting up the selection panel
- wording and placement of advertisements
- wording of the job description and person specification
- selection methods and interview techniques
- bespoke governor training, if required
- attendance at shortlisting meetings and interviews (first and subsequent advertisements of post)
- provision of professional debriefing for candidates on behalf of the governing body, if requested

All newly-appointed Headteachers will receive a warm welcome to the diocesan family of schools starting with a welcome letter from the DDE and an initial visit by a DBE Officer. A mentoring system is available and also support with identification of development needs relating to church school leadership and management.

Discretionary charges may be applied if the recruitment is requiring excessive DBE time; this will be discussed with you prior to any charges being incurred.

Headteacher Recruitment – charged service

In addition to the Gifted Service, the DBE is able to fully manage the recruitment of a new Headteacher. This includes:

- Creating the Headteacher Candidate Pack for prospective candidates
- Designing the job advertisement
- Liaising with TES and other advertising agencies
- Handling all communication with prospective candidates
- Making all the arrangements for interview days including creating activities, shaping the interview questions for assessment and producing the timetable
- Arranging the shortlisting meeting
- Seeking references for candidates
- Offering feedback to unsuccessful candidates

The price below is for one recruitment campaign; if the campaign results in interviews then the fee will apply regardless of whether or not the school appoints one of the candidates to the role. All advertising fees and venue fees for holding interviews are to be met by the school.

INDICATIVE FEE: £1900 plus VAT

Serving and Equipping Schools and Academies

Deputy Heads/Assistant Heads (all schools) and RE Head of Department (secondary schools) – fees on application

Headteachers are asked to inform the DBE as soon as they know there is to be a vacancy for such a post. The DDE will be available to advise and/or support the process from shortlisting to appointment of the post holder. This service is free but an extended package is offered if support with the administration of the process is required (this would be chargeable).

Employee Related Support – fees advised on application

Through its quality assured partners and consultants, the DBE is able to provide access to HR support for a variety of employee-related areas including contracts of employment, support with disciplinary or grievance hearings. This support is chargeable.

Headteacher Performance Management

The DBE is able to provide schools with an external adviser to work with the Governors and the Headteacher on the Headteacher Performance Management meeting. This support consists of separate one-hour meetings with the Headteacher and Governors, followed by a joint meeting and all preparation work and report writing.

This is also available as part of a school review package. The external advisor would undertake a mid-year review in order to have an in depth knowledge of the school and help to shape professional objectives to optimise impact.

Fees for Headteacher Performance Management

Concessionary Rate (DSA Subscribers)	Full Rate
£675	£750
Combined with a mid-year review with external advisor £1250	Combined with a mid-year review with external advisor £1400
<i>The cost for Executive Headteacher Performance Management will be higher due to the level of preparation required (this will be agreed before work starts) VAT will be added to these charges - this should be reclaimed</i>	



Land, Trusts and Properties

Legal Support – fees advised on application

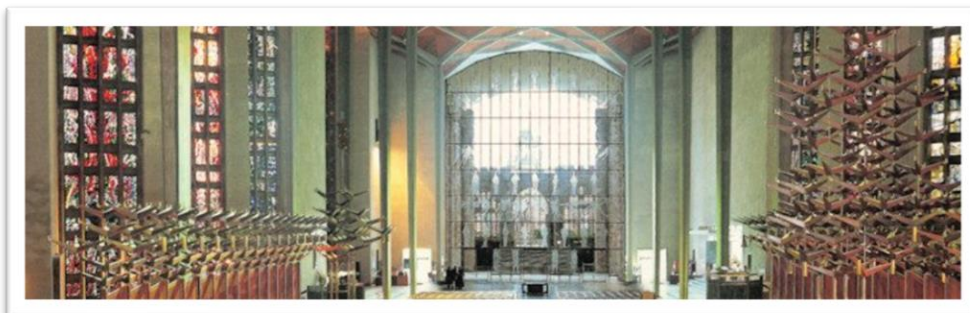
The DBE is able to access legal support and expertise in respect of trust and property issues.

Buildings (VA Schools)

The DBE has a statutory duty to ensure that VA schools have appropriate insurance policies in place and that schools are managing their Devolved Formula Capital (DFC) and obtaining best value for money. The DBE manages a pool of DFC funds on behalf of most of the VA schools in the Diocese to this effect, **without charge** (most other dioceses do charge for this). In conjunction with YMD Boon Ltd, the DBE provides a fully comprehensive service in respect of buildings-related issues. What follows are details of the considerable areas of support and particular services which are fundamental to a VA school's ability to provide the physical resources for excellent educational opportunities.

Service	Provided by
Management of DFC monies	DBE Finance Team, YMD Boon Ltd and DDE
Access to legal advice on church school properties, including site ownership, trust deeds and trustees' duties	DBE, Rotherham and Co Solicitors and National Society Lawyers
Control and use of school buildings	DBE supported by Rotherham and Co Solicitors
Assistance with statutory proposals and strategic responses to local school provision, eg liaison with the LA to increase size of a school or protect provision of church school places	DBE and YMD Boon Ltd
Identification and scheduling of building requirements in the context of development plans, post-Ofsted action plans and in relation to LA Asset Management Plans	
Advice on national spending initiatives (eg Building Schools for the Future, Primary Capital Programme)	
Representation at DfE, LA and other meetings to secure funding for Voluntary Aided Schools' Capital work and Capital funding streams	YMD Boon Ltd
Complete administrative support for bids for capital grants and invoicing in respect of all work carried out on a project	

Direct responsibility for the quality of service provided by YMD Boon Ltd rests with the DDE and the DBE. YMD Boon's scale of fees applies in respect of projects undertaken, and will be agreed between the school and YMD Boon Ltd before any work is carried out.



Admissions – VA Schools and MATs

The following services are available for VA schools and MATs in support of the Governing Body's/MAT Board's statutory responsibility as the Admission Authority for the school.

Statutory Service

- Routine email exchange connected with the DBE admissions consultation process, including scrutiny of your admissions policy and guidance to ensure compliance with the School Admissions Code
- Representation of VA schools and MATs at Admissions Forums by a DBE Officer

Additional Services – no fee

Compilation of an annual report giving required data, observations and trends

Additional Services – fees advised on application

- Production of a model admissions policy for adoption if required
- Legal opinion on your admissions policy
- Liaison with Local Authority Admissions teams, the DFE and OSA as required
- Strategic responses to changing admission needs
- Attendance at meetings
- Headteacher/Governing Body/MAT CPD opportunities on admissions



Appeals – VA Schools and Academies

Statutory

The Governing Body or Academy Trust, as admissions authority, must arrange for the provision of an appeals process which is compliant with the School Admission Appeals Code and other relevant legislation. Those admission authorities who hold this responsibility authorise the DBE to run an independent appeals service that:

- provides administration pre and post hearing;
- arranges venues and hospitality;
- clerks appeal hearings;
- appoints, recruits and trains suitable lay and non-lay members of the independent admission appeals panel;
- liaises with LAs and other dioceses, where required;
- provides annual training for panel members on best practice in appeals;
- provides appeals data.

Cost for VA Schools

The DBE currently receives payment from the DfE, via the LA, to provide the statutory elements of the appeals service for VA schools. This covers the time spent by the Appeals Clerk in administration, clerking the appeal hearings, general office costs, recruitment and training of panellists and associated legal advice.

Cost for Academies and Non-Church Schools outside Warwickshire County Council

The fee is £200 per appeal lodged, irrespective of how far into the process the appeal proceeds. The academy/organisation will be invoiced directly.

Additional Services – fees advised on application

- Provision of support and general legal guidance on the School Admission Appeals Code
- Dealing with complaints, including support and guidance for Local Government Ombudsman cases

Academy Conversion Support

The decision for a school to convert to an academy is a major undertaking, and as part of 'Gifted Services' DBE Officers will spend time with your governing body to help you understand what converting to an academy means for your school.

When your governing body has resolved to convert to an academy the DBE team will provide advice and guidance during the conversion process. Please contact the DBE for further details. In addition, we are able to signpost you to providers for support with many aspects of academy conversion including legal and HR support.



Partnership Charter

Church of England Schools and academies in the Diocese of Coventry can expect the DBE to:

- Act with integrity and in accordance with Christian beliefs and values
- Work in partnership with individuals, schools/academies and parishes
- Have a pastoral concern for staff, governors, pupils and all members of the diocesan family of schools
- Find ways to develop the collective identity of the family of church schools
- Provide professional support and services under the terms of the DBE Service Agreement
- Anticipate needs and provide relevant information
- Respond promptly and courteously to requests for assistance
- Act with discretion and safeguard confidentiality
- Give schools and academies adequate notice of courses, meetings, visits etc
- Continually monitor and evaluate the quality of our suppliers and partners
- Respond promptly and courteously to any complaints about the quality of the service provided

Schools and academies are requested to:

- Keep the DBE informed of their current situation and of any developments
- Be available for meetings, conferences, courses and briefings or visits when given adequate notice
- Give adequate notice when requesting visits, meetings, making CPD course bookings, etc.
- Email copies of their governing body minutes to helen.gibson@coventrydbe.org
- Provide qualitative feedback on the usefulness of the services received and constructive suggestions for improvement

Accountability

DBE Officers, Associates and Members of the Board of Education strive to act according to the highest professional standards. They are accountable to the DDE for the quantity and quality of work carried out under the terms of the DBE Service Agreement. The DDE is accountable to the Chair of the Board of Education and to the Bishop of Coventry for the support and service provided to the family of church schools.

Systematic quantitative and qualitative evaluations of the service provided to all schools and clergy are also a feature of the Service Agreement and inform on-going self-evaluation of the quality of our provision.

Complaints Procedure

Specific complaints about any matter relating to the Service Agreement should be addressed in writing to the DDE.



***The DBE empowers others to be courageous,
equipping them to deliver excellent Christian
education so that all will flourish to achieve
their full human potential***

Diocesan Board of Education
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