

Dioceses of Durham and Newcastle

Partnering Agreement

2018/2019

INTRODUCTION

The Joint Education Team in the Dioceses of Durham and Newcastle supports your distinctiveness and effectiveness as a Church of England School. The Team also supports the delivery of Religious Education and Worship.

The **Core Agreement** shows the support available to all Church of England schools and academies. Support available for the administration of funding for **Building work** relates to **Voluntary Aided Schools and Academies** only.

The Diocese undertakes a range of tasks to help these schools maintain and improve the buildings in which they operate, and deals with the allocation and management of government funding for these projects. This Partnering Agreement does not reflect the actual costs incurred by the Dioceses in providing these services to schools, but represents a contribution and commitment to the support provided to the family of schools in the Dioceses. The subscription confirms membership of the Diocesan family of schools and academies.

The Joint Education Team for the Dioceses of Durham and Newcastle will endeavour to provide the support outlined although circumstances may determine that the team's efforts may have to focus on schools which have a pressing need. It is intended to facilitate a system whereby schools can access support not only from the Joint Education Team but from other schools in the Dioceses of Durham and Newcastle.

The role of the Joint Education Team is changing. Schools are now asking for support from the team which in the past was provided by the LA or another provider. A list of charges for additional support is enclosed.

The Partnering Document, which provides a system for use by all schools and academies, has been put together following consultation with Headteachers and Principals from both Dioceses.

This agreement is for 12 months from 1st April 2018 to 31st March 2019.

SERVICE CHARTER

Church schools and academies in the Dioceses of Durham and Newcastle are entitled to expect the Joint Education Team to:

- Provide professional and expert information, advice and assistance
- Deliver the services listed upon request to an appropriate professional standard
- Respond promptly and courteously to requests for assistance
- Act with discretion and safeguard confidentiality
- Be responsive to individual schools and academies and their distinctive ethos
- Act with integrity and in accordance with Christian beliefs and values
- Promote at all times the Church of England Christian ethos of the school or academy
- Represent the interests of Church schools and academies with partner bodies including Local Authorities, the DfE, the RSC, Ofsted and the National Education Office.
- Direct all subscription income from the Partnership Agreement to the support and development of the Diocesan Education Service.
- Deal promptly and courteously with any complaints about the level of service.

What are the core services of the team?

Last year 100% of our schools have taken out at least the Core Level of support enabling us to develop the service we can offer. Set out below is a summary of the support and services we can offer.

Advisor Support for your School

- Two half day visits from named officer per year for Primary or four half day visits from secondary
- One visit every three years, including mid – term reviews to ensure the school meets its statutory responsibilities for RE / Collective Worship
- Telephone and email access to advice from a member of the team

School Improvement

- Support provided by a team of officers including school advisers with significant headship experience, many of whom are Ofsted and / or SIAMS trained

Governor Support

- Access to training for newly appointed governors at an annual event
- Communications on statutory changes relevant to trustees and governance
- Discounted rates for bespoke training
- Support for Governors' disciplinary, capability or grievance hearings
- Telephone and email access to advice on the areas covered by this agreement

Statutory Issues and Inspections

- Adviser input into OFSTED and HMI Inspections and at feedback meetings as requested
- Co-ordination and quality assurance over SIAMS inspections
- Notifications and guidance on statutory changes to land, property and buildings

JET Communications

- Regular information bulletins and updates via email for Head teachers / Principals and Governors / Chairs and Clerks
- Updates on national policy changes and what they mean for your school
- Notification of initiatives and opportunities

Head Teacher Appointments

- Attendance by adviser / advisers at planning / shortlisting / interviews for Head teacher / Principal
- Induction and succession planning

Resources

- Access to all web based resources
- Access to the RE Resource Centres in Durham and Newcastle Diocese

Conferences

- Reduced rates for conferences £100 per delegate

Primary Leavers Services

- Free

National Society Membership

- Separate charge included on invoice

Additional Core Services for VA, VC and Academies:**Buildings, Premises and Land**

- New buildings schemes from inception to bid preparation and project management
- Buildings advice including visits
- Provide advice on sources of funding
- Advise head teachers / principals on latest DfE building guidelines / EFA
- Assist, where appropriate, HeadTeacher / governor liaison with professional consultants
- Provide appropriate advice on consultants, architects and contractors
- Provide professional view on projects proposed / developed by local authorities
- Provide advice on trust and property issues, including use by third party

Admissions / Appeals

- Formally review and advise on governing bodies' admissions policies
- Provide advice and support to governors and heads on admissions
- Maintain an overview for VA schools and academies on LA forums
- Respond to the Schools Adjudicator

Menu of additional services

Safeguarding Health Check – including areas for improvement	£500
Leadership and management Health Check (2 Days) <i>Audit of school documentation; discussions with pupils, key staff and governors as part of 1 day visit – 1 day report writing (inclusive of Report)</i>	£1500
SIAMS Health Check <i>The SIAMS Framework will form the basis for this health check. The day can be tailored to suit the needs of the school but can include review of self-evaluation, observations of collective worship and RE, conversations with coordinators, parents and Governors. The school will receive a brief report. (1 day visit)</i>	£500
Additional SIAMS central Training	£30 / Delegate
School Improvement Partner <i>Three visits per year with support for Performance Management</i>	£1850
Early Years Support <i>Our Early Years Associate consultant is available to support with the development of your Early Years Teaching Learning and Assessment. We also offer support regarding the Early Years environment.</i>	£450
NEW TO THE TEAM Behaviour, welfare and Personal Development Consultant <i>Gill Hedworth has worked for 21 years in the Education sector. She has been described as an educational leader and a catalyst for change when working at school, at the Local Authority level and with other related agencies. Gill has proven leadership skills managing, developing and motivating teams to achieve their objectives. She is a specialist in Behaviour, Safeguarding, Attendance, Parenting, Design Technology and Health. Gill has consistently excellent outcomes and is driven to improve the achievement of young people.</i>	£450
Additional School Improvement Days <i>The team are available to support with all aspects of teaching and learning – where we do not have a specialist we are able to broker at an agreed cost additional capacity as and when required.</i>	£500
Website Compliance Checks	£75

CORE AGREEMENT CHARGE

This charge is based on the number on roll in current academic year
(excluding Nursery and 6th Form pupils)

Banding		£
A	Fewer than 30 pupils	294.00
B	31 – 50	393.00
C	51 – 75	449.00
D	76 – 100	490.00
E	101 – 125	556.00
F	126 – 150	621.00
G	151 – 175	689.00
H	176 – 200	753.00
I	201 – 300	983.00
J	301 – 400	1,113.00
K	401 – 500	1,244.00
L	501 – 750	1,572.00
M	751 - 1000	1,769.00
N	1001 – 1250	1,965.00
O	1250 – 1500	2,293.00
P	1501 - 1750	2,621.00
Q	1751 - 2000	2,948.00
R	2001 – 2250	3,274.00
S	2251 – 2500	3,604.00
T	2501 - 2750	3,932.00
U	2751 - 3000	4,259.00

ADMINISTRATION OF DEVOLVED FORMULA CAPITAL

This section applies to Voluntary Aided Schools only

Administration of Devolved Formula Capital (this introduces a levy of 1.5% based on total Devolved Formula Capital (DFC) received in previous year).

- On receipt of DFC, transfer school's allocation to individual high interest account
- Transfer interest earned to Governors' account
- Respond to DFC and Governor account enquiries as and when required
- Produce quarterly DFC and Governor account statements (Mar/June/Sept/Dec)
- Facilitate pooling arrangements between schools whereby up to two years' DFC can be spent in advance
- Offer general advice on DFC expenditure
- Arrange site visits prior to project approval if required
- Check all DFC approvals
- Liaise with Contractors or Consultants should any issues arise
- Make payments to suppliers on behalf of VA schools
- Produce project statements on request
- Complete Education Funding Agency annual assurance return
- Provide audit information to Education Funding Agency as and when required
- Archive all project documents

ADMINISTRATION OF LOCALLY COORDINATED VOLUNTARY AIDED PROGRAMME (LCVAP)

VA schools only

- Contact all VA schools on a yearly basis requesting details of major projects to be considered for capital funding
- Offer advice on type of project which would attract capital funding
- Arrange site visit to discuss scope of project
- Liaise with Architect/Consultant as and when required
- Complete and authorise capital spend approval form (if no Consultant employed)
- Check and authorise capital spend approval where Architect/Consultant engaged
- Apply to Education Funding Agency to release funding
- Provide cash flow, bear cost of cash flow and administration of cash flow
- Provide project statement on request
- Provide receipted invoices to Education Funding Agency upon completion of project
- Provide audit information to Education Funding Agency as and when required
- Archive all project information

Administration Fee on Capital Projects - this fee is deductible from the actual Capital Allocation and not from the school's revenue budget.

Project value up to £50k	2%
Project value £51k - £150K	1.75%
Project value £151 - £250K	1.50%
Project value £251k - £500k	1.25%
Project value £500k - £750K	1%
Project value £750k - £1m	0.75%

ACADEMIES – FINANCIAL MANAGEMENT OF CAPITAL PROJECTS

Following services are offered to all Church of England academies for an administrative charge.

- Arrange site visit to discuss scope of project if required
- Liaise with Architect/Consultant as and when required
- Complete and authorise capital spend approval form (if no Consultant employed)
- Check and authorise capital spend approval where Architect/Consultant engaged
- Upon receipt of invoices apply to Education Funding Agency to release funding
- Provide cash flow, bear cost of cash flow and administration of cash flow
- Provide project statement on request
- Provide receipted invoices to Education Funding Agency
- An administration charge will be payable based on the value of the project as previously

MEMBERSHIP AGREEMENT

TO BE RETURNED TO THE JOINT EDUCATION TEAM
Partnership Agreement

School/Academy Name:

Address:

Post Code:

Email address:

We continue to seek to keep costs as low as possible and will do so into the future. This scheme remains highly subsidised by the Dioceses. Schools/Academies will be invoiced at start of the financial year.

Signed Date
Chair of Governors

Name: (in block capitals).....

Signed Date
Head Teacher

Name: (in block capitals).....

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