



— Diocese of —  
**Hereford**

Proclaiming Christ ✦ Growing Disciples

**EDUCATION PARTNERSHIP  
AGREEMENT & TRAINING EVENTS PROGRAMME**  
For Schools & Academies

Academic Year

**2020/2021**

**REVISED SEPTEMBER 2020**



Inspiring *each* Generation

## Welcome to the REVISED AND UPDATED Education Team Partnership Agreement 2020 from the Diocesan Director of Education: Andrew Teale

None of us will forget the peculiarities and huge challenges of the 2019/2020 academic year in a hurry. In March we launched our latest partnership agreement only to suspend it a few weeks later. Very rapidly we moved to carry out meetings and training using video conferencing technology, mainly Zoom. We began seeing attendance increase and engagement improve. Given our very rural area and just how much time can be spent in a car, we have learned that there are very significant advantages and efficiencies to this new way of communicating, which can be realised in terms of time, cost and environment benefits. Many governors attended meetings online and headteachers met with us without leaving their schools. We held some shorter meetings, just covering what was needed. Feedback was really positive and we were encouraged to continue working in this way.

We have decided to relaunch our partnership agreement, at the beginning of this new academic year. We are keeping to the pattern of online meetings, dialogue and training where we can and we are passing the financial savings achieved, onto schools.

You will see from the detail in this document that schools with less than 100 pupils can become full partner schools for £500. It is £750 for schools with 101-200 and schools with more than 200 pupils can join for £1000. This equates to a reduction in costs to schools of around a third.

In order to build a stronger network of Church of England schools in our diocese, we are very keen that every school join as a full partner school. It will enable us to do more and be even stronger together. We are here to help ensure that our Church of England schools remain strong, and continue to work through a deeply Christian vision for education, meeting the needs of everyone in the community, for generations to come.

The Diocesan Board of Education in our diocese, as in every diocese in England, carries important responsibilities to advise and guide its Church of England schools. It is really important that we have close communication and engagement with every one of our 78 Church of England schools. We are also here to play our part in ensuring that every child in our diocese has access to good education and can attend a great school. We work with a range of partners, including our local authority colleagues and national bodies to help achieve this.

We are very much looking forward to working with you in this new way and to building stronger partnerships, with all schools in the diocese in the year ahead, whatever it may bring.

Every blessing,

**Canon Andrew Teale**  
BSc(Hons) PGCE NLE

Diocesan Director of Education  
& CEO of the Diocese of Hereford Multi-Academy Trust

## Entitlement for all Schools & Academies

The Hereford Diocesan Board of Education are changing the way we operate, deliver, and provide advice as a result of Covid-19. The majority of support will be virtual.

We will provide the following core services at no charge to church schools and academies irrespective of membership of the Education Partnership Agreement with the Diocesan Board of Education:

### Religious Education (RE), Collective Worship (CW) & SIAMS

- Access to Diocesan guidance documents on the Diocese of Hereford website (Schools tab)
- SIAMS inspection administration
- Attendance of a DBE representative (whenever possible) at SIAMS feedback meeting
- Initial telephone, email advice and online support on relevant issues
- Suggested online resources for school delivery of Collective Worship
- Half termly forums for RE co-ordinators

### Training and Development

- Communication and access to virtual courses/training/conferences offered by the staff of the Education Team
- Virtual Training and Induction programme for newly appointed Headteachers to Church schools
- Initial telephone, email advice and online support on relevant issues
- Annual Year 6 Leavers' Events at Hereford Cathedral and Pontesbury Church

### Leadership & Management

- A diocesan partnership meeting – an annual virtual meeting with members of the Education Team to discuss aspects of your school or academy
- Initial telephone and email advice and support as required\*\*
- Weekly information from the Education Team via the publication of the E-bulletin and access to information on the Diocesan website
- Termly virtual Headteacher meetings
- Initial school re-organisation advice and support (academies, federations etc.)
- Attendance and support through Headteacher appointment processes (interviews and preparation meetings) and an initial meeting to newly appointed Headteachers. \*Subject to appropriate consultation and agreement of dates with the Diocese
- Attendance at OfSTED inspection feedback by DDE or his representative. \*Subject to availability
- Liaise with Local Authorities, the DfE, ESFA, Church of England and other relevant bodies when church schools/academies are in OfSTED category
- Initial pastoral support, including times of crisis\*\*
- Act as a mediator or critical friend in areas of conflict or concern



- Initial telephone, email advice and online support on relevant issues

### **Governors, Governance & Admissions**

- Advice on Instruments of Governance and constitution and membership of Governing Boards
- Administration appointment of Foundation Governors as prescribed in the Instruments of Governance
- Roles and responsibilities of governors, particularly Foundation Governors
- Termly virtual Chair of Governors meetings
- Regular Online Clerks' forums
- Initial guidance on academy conversion
- Initial advice and support to governing bodies and Headteacher on admissions
- Updates on the law relating to appeals
- Information bulletins and updates to changes in the Codes of Admissions and Appeals
- Response to the Local Government Ombudsman
- Advice to schools on matters where there is a statutory requirement to do so
- Initial telephone, email advice and online support on relevant issues

### **Property (Estate Management) and Trust Deed Issues**

- Initial telephone/email advice regarding property/buildings\*\*
- Initial guidance on sources of funding available for buildings projects
- Capital programs and work with maintained schools to participate in the relevant programmes
- DBE consent on behalf of Trustees to building projects
- Access and liaison to Principal Designers
- Advice on grants and sustainability
- Working with Local Authorities to achieve the Carbon Zero targets for schools

\*\*continuing support will be chargeable or count against entitlement hours.



## IMPORTANT LEGAL INFORMATION

**Functions of the Hereford Diocesan Board of Education are set out in the Diocesan Boards of Education Measure 1991 (As amended to the Education and Inspections Act 2006):**

- *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*
- *To promote or assist in the promotion of religious education and religious worship in schools in the diocese*
- *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*
- *To promote co-operation between the Board and bodies or persons concerned in any respect with education in the diocese.*

**The DBE Measure (which is part of the law of England and Wales) also contains specific requirements for the involvement of the DBE in certain situations, which governors/directors should consider with care.**

These include:

- (a) Making changes to the school (prescribed alterations)
- (b) Closing the school (discontinuance)
- (c) Selling or letting or any other disposal of any part of the school premises (disposals)
- (d) Changing the kind of school (e.g. VC to VA) (changes of category)
- (e) Admission arrangements (including temporary changes)
- (f) Capital works in VA schools
- (g) Changing the purpose of educational endowments (this is usually the site trustees but includes the company in the case of academies)

Governors/directors and site trustees should note that in some cases these requirements are backed up by a legal power of direction by the DBE.

**Full document will be issued direct to Governing Boards & Academy Trusts**



## Schools and Academies can fulfil their entitlement of 8 hours support from the following options:

### These are the areas you can select to use your allowance of 8 hours from in the academic year 2020/21:

#### Religious Education (RE), Collective Worship (CW) & SIAMS

- Developing Church School Vision for staff and governors
- Implementation of policy documents
- Implementation of the Agreed Syllabus for each Local Authority
- Education law relating to RE & CW (including rights of withdrawal)
- Mid-point online SIAMS review
- Links with examples of best practice across the Diocesan Family of schools
- Member of Education Team leading bespoke virtual collective worship for your school
- Review on self-evaluation as a church school
- Spirituality training for staff and governors
- Collective Worship training for staff and pupil-led worship teams
- RE teaching and learning and/or assessment and monitoring
- Understanding Christianity (RE resource) training
- RE subject audit
- Collective Worship and Spirituality review
- Website Review for SIAMS (off site)

#### Training and Development Support

- The DBE programme of training and events suitable for Heads, Senior Leaders, teachers, non-teaching staff, governors and clergy
- Access to "FREE" training delivered by DBE (in-house) team staff
- Practice sharing – Heads and Chairs online forums
- All Training run by external organisation or consultant will be charged and not be inclusive in this partnership offer. Please refer to Training Schedule (revised) 2020/21
- Hereford Cathedral outreach workshops

#### Leadership and Management

- Leadership and management of a Church School
- Developing Church School Vision
- For Headteacher recruitment:
  - Drawing up appropriate advertisements, job and person specifications and appropriate interview tasks and questions
  - Provision of sample documents for a recruitment pack
  - Training and supporting governors who will form a recruitment panel
  - Professional debriefing of candidates
- School policies, including Inclusion in a distinctively church school
- Critical incident support, including pastoral support

Subscribing schools will be supported at each stage of the process for appointing a Headteacher, including the attendance of a DBE representative at shortlisting and interview.



## Property (Estate Management) and Trust Deed Issues

### *Academies only:*

- Reviewing and providing Trustee consent: for Condition Improvement Bids to ESFA for each scheme submitted for any building/capital work undertaken on the Trustees Land & Buildings

### *Voluntary Aided & Voluntary Controlled*

- Reviewing and providing Trustee consent for any capital works
- Advise governors/directors of their responsibilities in the development of premises onsite support
- Access to Diocesan appointed Principal Designers
- On-site visits with principal designer/contractors/ governors
- Access to Property Governor Virtual forums supporting School estate support and management
- Advice and guidance on following the ESFA good e management
- Academy conversion relating to Trustee Land and Buildings
- Advice on SALIX finance to improve energy efficiency, reduce carbon emissions and lower energy bills

Please note all Voluntary Aided schools who have an SCA project will pay a 2% fee (based on total cost of scheme this is not inclusive in the Revised Partnership Offer 2020/21).

## Governance

- Legal matters in relation to governors' and trustee/directors responsibilities
- Provide further advice and support to headteachers and governing bodies and trust boards on admissions
- Provide advice for school policy documents reflecting a distinctive Christian ethos
- Head Teacher/Governor relationships
- Dealing with parental complaints
- Attendance of a DBE representative at up to one Online Governing Board /Academy Trust meeting per year
- Academy Trust Articles of Association and the new church model articles
- Conversion to academy status
- Formally review and advise on Governing Bodies' admissions policies on an annual basis
- Access to FREE in-house Governor Training
- Professional support for new Chair of Governors and clerks in relation to Church school matters

**When schools or academies are working in Federations or Multi Academy Trusts, where possible we will seek to conduct any training and support across the included schools. Please be proactive in booking training/support hours and agreeing a focus that meets your school's needs. Partnership Schools can purchase additional hours at a cost of £75.00 per hour (virtual) or £100 per hour (on site / face-to-face).**



## Partnership & Training Fees for Academic Year 2020/2021

In addition to the Entitlement to all Schools & Academies on Pages 3 - 4, schools have the option to buy additional services, as listed on Page 9.

Partnership Schools and Academies will receive annually:

- Access to all training courses run by the in-house DBE staff team (excluding consultants) as set out in the Training Events Programme for an unlimited number of members of the school staff and/or governing body
- In addition, schools are entitled up to 8 hours of support, offered in a variety of categories detailed on pages 6 & 7 of this booklet.

### New Revised Fees to Schools and Academies:

NOR (as at October 2019 census)	All Partner schools academies £
0-100	500.00
101-200	750.00
>201	1000.00

#### Federations and Multi Academy Trusts :

Please calculate the cost per each school with the federation and then apply a discount of 25% to the Total

#### For Example :

School A 90 NOR £500

School B 150 NOR £ 750

Total £1250

Discount 25% (£250)

Fee Due £1000





## Charges for Additional Services for schools/academies who are not part of the Education Partnership for 2020/2021

By agreement, there will be opportunities to purchase additional hours, which will be charged as follows:

We will aim to provide the following support remotely; however, there may be times where that is not possible. Fees differ between virtual or face-to-face sessions.

<ul style="list-style-type: none"> <li>Bespoke consultancy for RE, Collective Worship , SIAMS and Governance</li> <li>Mentoring Support for new Headteacher</li> <li>Data analysis to support school development</li> <li>Support to develop Christian Character of a church school</li> </ul>	<p>Virtual support @£75.00 per hour</p> <p>Face-to-Face support @ £100.00 per hour</p>
<ul style="list-style-type: none"> <li>Hereford Cathedral outreach workshops</li> </ul>	<p>£700 per day £350 per half/day</p>
<ul style="list-style-type: none"> <li>Management fee for School Condition Allocation (SCA) projects for all schools (all payments and grants will be administered through the Diocesan Board of Finance not in the school)</li> </ul>	<p>2% of total project cost (max £1,000)</p>
<ul style="list-style-type: none"> <li>Academies: Reviewing and providing Trustee consent: <ul style="list-style-type: none"> <li>- for Condition Improvement Bids to ESFA for each scheme submitted</li> <li>- any building/capital work undertaken on the Trustees building</li> </ul> </li> </ul>	<p>See request scale of charges</p>
<ul style="list-style-type: none"> <li>Facilitating the Trustee consent for Land and Buildings including any Trustee consent to third party occupancy under terms of a License or a Lease</li> <li>Trustees Solicitors costs are extra for checking legal documentation</li> </ul>	<p>£100.00 per hour At cost</p>
<ul style="list-style-type: none"> <li>3<sup>rd</sup> Party Licences/Leases for occupancy of Trustee Land and Building</li> </ul>	<p>At cost plus disbursements</p>
<ul style="list-style-type: none"> <li>Audit and Review School Website for SIAMS compliance (remote)</li> </ul>	<p>£75.00 per hour</p>



## Representative and Networking

The Diocesan Board of Education represents schools and academies within the Hereford Diocese in a variety of important ways:

### At National level

- by maintaining close links with the Education Division of The Archbishops' Council and the Church of England Education Office
- by establishing and maintaining links with the Department for Education (DfE)
- Diocesan Governance Group
- Diocesan Admissions Group
- Church of England Foundation for Educational Leadership
- Archbishop of York Youth Trust

### At Regional level

- by working with Regional Schools Commissioner (RSC) and Headteacher Board
- by maintaining close links with the other education teams of other dioceses

### At Local level

Regular liaison with officers within the Local Authorities in this diocese and by membership at the appropriate committees and forums including:

- Scrutiny Committees
- Admissions Forums
- SACREs
- Schools Forums
- Capital Boards
- Consultation Groups and other Committees in representing the educational interests of all schools within the Diocese of Hereford

The Diocesan Director of Education and members of the Diocesan Education Team will:

- Foster and develop the partnerships that exist between the Diocese, the RSC, the DfE, and Local Authorities
- Protect the status of church schools and academies and their deeply Christian nature
- Promote the importance and the continuance of the voluntary sector
- Promote the establishment of new church schools and academies
- Promote partnerships/federations between schools where deemed to be appropriate and mutually beneficial
- Represent the church schools and academies to the wider church and diocesan groups
- Represent church schools and academies in the press and in public and community debate
- Represent church schools and academies on Bishops Staff.



## Booking and Cancellation Policy for Training

### Booking:

1. Complete the booking form and return by email to [education@hereford.anglican.org](mailto:education@hereford.anglican.org)
2. You will receive confirmation by email 5 working days before the event.
3. Non-attendance or prior cancellation by those who have booked will be subject to a cancellation charge.
4. If you are using hours from your allowance they will still be deemed to be used if you cancel within the timeframes below.

### Cancellation Policy:

Although places on courses are at no charge to partnership schools/academies, there will be a discretionary charge for cancellations and non-attendance as set out below:

If you need to cancel, please email [education@hereford.anglican.org](mailto:education@hereford.anglican.org)

- Over 5 working days – No charge
- 2 – 4 working days – a 50% charge of full course fee as stated in [2020/2021 Training Programme](#)
- 1 working day – 100% charge of full course fee as stated in 2020/2021 Training Programme (Revised)

### Schools' responsibilities and undertaking in participating in this Partnership Agreement:

- To keep officers and advisors/consultants informed of the current situation or needs in relation to the service required
- To be available, given adequate notice for meetings and/or visits, to ensure progress is being maintained
- To give adequate notice when requesting visits, inspections, training etc.



## Service Charter

The schools and academies subscribing to The Hereford Diocesan Board of Education Partnership Agreement are entitled to expect members of the Education Team to:

- Deliver the services offered, upon request to a high professional standard
- Respond promptly and courteously to requests for assistance
- Act with discretion and confidentiality
- Have pastoral concern for the staff, governors and pupils of the school or academy
- Provide professional and expert information, advice and assistance
- Be responsible to individual schools and academies and their distinctive ethos
- Provide a focus for the diocesan family of church schools and academies
- Act with integrity and in accordance with Christian beliefs and values
- Promote the Church of England foundation and Christian ethos of the school or academy
- Promote the importance and continuance of the voluntary church school sector
- Represent church schools to the wider church communities and diocesan groups
- Liaise with and work in partnership with denominations involved in education
- Negotiate directly with DfE, Education Skills Funding Agency (ESFA) Local Authorities, Regional Schools Commissioner (RSC) and the Archbishops' Council Board of Education
- Protect the status of church schools and academies and their Christian distinctiveness by promoting Religious Education
- Promote the establishment of new church schools and early years' provision.
- Promote collaborative and joint working within our church schools to protect their sustainability
- Facilitate academy conversions and assist in putting in place collaborations and federations
- Maintain an overview of standards through a desktop analysis of published performance data and provide additional support to schools in OfSTED categories.

In return, schools and academies subscribing to the partnership agreement are expected to:

- Keep the Diocesan Director of Education informed of the current situation in relation to the service required and developments at the school or academy
- Be available, given adequate notice, for meetings and/or visits
- Give adequate and appropriate notice when requesting visits, meetings, training etc.
- Pay invoices within the payment terms (i.e. 30 days)
- Provide qualitative feedback on the usefulness of the services received and constructive suggestions for improvement.



## Meet the Diocesan Education Team

Email: [Education@hereford.anglican.org](mailto:Education@hereford.anglican.org)

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**Diocesan Director of Education**

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