



# **COVENTRY DIOCESAN BOARD OF EDUCATION**

**Supporting & Serving School & Church**

## **SERVICE AGREEMENT**

**April 2009 - March 2010**



## Mission Statement

### **“To develop and care for our family of Church Schools”**

The family of Church Schools comprises 74 diverse schools throughout Coventry, Warwickshire and Solihull, each of which is a family in its own right and plays an important part in the community within which it is set. The family of Church Schools educates 16,500 children and young people, and every one of them matters!

The family of Church Schools is a place where all are valued equally, all are nurtured to give of their best, all are supported through “thick and thin” – celebrating joys and bearing sadness together.

The family of Church Schools, as a significant part of the wider Church family of the Diocese, bears witness to the glory of God and reflects His desire to make the world a better place for us all to live in.

**“Ask, and it will be given to you; search, and you will find; knock, and the door will be opened to you. For everyone who asks receives, and everyone who searches finds, and for everyone who knocks, the door will be opened”**  
**(Matthew 7: 7-8)**

## Aims Statement

In relation to schools, the Diocesan Board of Education (DBE)'s main aims are to:

- Support the delivery of excellence and distinctiveness within the family of church schools
- Share best practice collectively within the family of church schools
- Develop partnerships between individuals and schools within the family of church schools
- Promote the establishment of new church schools
- Develop partnerships with other schools
- Work in partnership with schools and Local Authorities (LA) to effect school improvement
- Represent the interests of church schools

The DBE also aims to:

- Represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate
- Protect the status of church schools and promote the importance and the continuance of the voluntary sector

Good working relationships between Officers, Consultants and Members of the DBE, schools and LAs are key to fulfilling these aims. Regular contact, consultation and mutual support is inherent in this process.

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# OVERVIEW OF TOTAL SERVICES AVAILABLE

Some of these services are statutory and must be provided to schools whether or not they subscribe to the Service Agreement. Some services are not statutory, but no charge is made for them, and some services are available to subscribing schools only. Most of the chargeable services can be bought on a "pay-as-you-go" basis by non-subscribing schools, but at a higher cost than by subscribing schools.

Subsequent pages outline the specific services & support available from the DBE and the level of cost implication for the school, if any.

## LEADERSHIP AND MANAGEMENT

Diocesan Director of Education (DDE) or delegated professional support for the recruitment to all headteacher posts

Provision of appropriate induction for newly-appointed headteachers

DBE professional support for the recruitment to Deputy/Assistant headteacher posts and secondary RE Head of Department posts where required

Support for best practice in governance of church schools

Church school improvement discussion once a year with a DBE Officer or Consultant

## CHURCH SCHOOL DISTINCTIVENESS

Pre and post SIAS guidance and support

Support for best practice in Religious Education

Support for best practice in Collective Worship

Advice on developing the distinctive Christian ethos of your church school e.g. Community of Cross of Nails

Advice on spiritual, moral, social and cultural development across the curriculum

Support for the development of school chaplaincy within your school, if desired

## ADDITIONAL SERVICES

### All Schools:

Legal support and expertise in respect of trust/ property issues

DBE Officer time and expertise in respect of trust/ property issues

### Voluntary Aided Schools Only

Services of YMD Boon Ltd & DDE or delegated professional support for premises maintenance, and project development and management

Extensive legal, administrative and cash-flow support for buildings-related work

Support for employer-employee issues e.g. contracts of employment in church schools

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 in managing the appeals process, including legal advice, and dealing with appeal complaints where necessary

## CONTINUING PROFESSIONAL DEVELOPMENT

Provision of a quality comprehensive CPD Programme to facilitate the development of leadership and management and Christian distinctiveness within church schools for staff, governors, clergy, lay members of the parish and school chaplains.

## WHY SUBSCRIBE?

Subscription to the DBE Service Agreement buys the school 50% more services and/or support over the year from 1<sup>st</sup> April 2009 to 31<sup>st</sup> March 2010 than would be the case for a non-subscribing school. This underlines the distinctive Christian commitment of the DBE to your school community and saves the school money, assuming you utilise your full entitlement. Any additional services and/or support after that is also only charged at half the full rate, so it can be considerably cheaper to subscribe than not. You can use your entitlement flexibly on anything in this document which supports or develops your school's Christian ethos, and the DBE will work proactively with you to ensure you derive maximum benefit for your outlay. If there are other ways in which you wish to support your school's Christian ethos which are not covered in this document – please ask!

# HOW YOUR SUBSCRIPTION WORKS

This table enables schools to see at a glance how much the subscription will cost, alongside their immediate financial benefit. Each subscribing school has a specified value to spend, in the most appropriate way for the school, e.g. on Officer time, the Headteacher Conference, the Governors' Conference, CPD courses (supply cover costs may also be met, after negotiation with the DDE), Consultant input, Diocesan events, work with the Cathedral Schools team or a combination of any or all of these.

<b>Voluntary Controlled &amp; Foundation Primary, Junior &amp; Infant Schools</b>			
School size (NOR) excluding Nursery	What you pay (subscription amount)	What you get (specified value)	Extra you can spend at half price
Up to & including 50	£120	£270	£135
51-100	£180	£270	£135
101-150	£270	£400	£200
151-200	£350	£525	£262.50
201-300	£450	£675	£337.50
301-400	£600	£900	£450
401-500	£750	£1125	£562.50
<b>Voluntary Aided Primary, Junior &amp; Infant Schools</b>			
School size (NOR) excluding Nursery	What you pay (subscription amount)	What you get (specified value)	Extra you can spend at half price
Up to & including 50	£250	£375	£187.50
51-100	£400	£600	£300
101-150	£500	£750	£375
151-200	£600	£900	£450
201-300	£800	£1,200	£600
301-400	£1,000	£1,500	£750
401-500	£1,200	£1,800	£900
<b>Voluntary Aided Secondary Schools</b>			
School size (NOR)	What you pay (subscription amount)	What you get (specified value)	Extra you can spend at half price
Up to 1000 students	£2,000	£3,000	£1,500
1000 students+	£3,000	£4,500	£2,250

The fee structure for 2009/10 retains the band system communicated to you last year. This has been amended slightly, which will have the effect of reducing some schools' subscription outlay and specified value. Schools may move to the newly-introduced bands for 2009/10 directly.

In most instances, the subscription amounts for 2009/10 will be the same as for 2008/9. A school for whom the Year 2 subscription amount was capped at the first year's cost (on the introduction of the bands in 2008/9) will find that its subscription amount has increased. Schools were advised last year that the full subscription amount for their band would be chargeable from 2009/10 onwards.

Example (see pages 14 & 15 for further detail)

- School subscribes and pays £350
- School plans services/support for the year valued at £570
- Services/support offset against specified value £525
- Above this, services/support chargeable at half price, up to maximum extra of £262.50
- i.e. if no other services/support required, the extra is £55 invoiced at (half price) £27.50
- other services/support could also be bought at half price using £235.00
- E.g. 1 full day Officer support + 2 twilight course places (value £470) for £235.00

DBE support value £1,040 (£570+£470) DBE support cost £612.50 (£350+£262.50) SAVING to school £427.50

The DBE will ensure that the required level of professional service will be provided to schools at the appropriate cost, either by DBE personnel or others contracted by the DDE to do so.

Subscription rates may increase in future years.

# LEADERSHIP AND MANAGEMENT

## Headteacher Recruitment (All Schools)

The DDE or delegated professional should be involved in the recruitment of all Headteachers of church schools.

Outgoing Headteachers are asked to indicate their intention to the DDE, and Chairs of Governors are asked to liaise with the DDE to set a date and time to discuss the recruitment process. Following these initial contacts, arrangements for recruitment will be made in partnership with LA.

The DDE will be available to guide and advise on your requirements for pre-appointment preparation, including:

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

**Nominal value of this support is  
£1,000  
No charge will be made, however  
long it takes, unless Governors  
require a bespoke training session  
from the DBE  
(see CPD Programme)**

All newly-appointed Headteachers will have an induction programme - welcome letter, initial visit by the DDE, allocation of a DBE Mentor Headteacher, identification of development needs relating to church school leadership and management.

<b>Deputy/Assistant Headteacher Recruitment (All Schools) RE Head of Department Recruitment (Secondary Schools)</b>	<b>Service only available to subscribing schools</b>
<p>Headteachers are asked to inform the DBE as soon as they know there is to be a vacancy for such a post.</p> <p>The DDE will be available to guide and advise on your requirements for pre-appointment preparation, including:</p> <ul style="list-style-type: none"> <li>• setting up the selection panel</li> <li>• legally sound wording and placement of advertisements</li> <li>• the job description and person specification</li> <li>• selection methods and interview techniques</li> <li>• bespoke governor training, if required, or as part of CPD programme</li> <li>• attendance at shortlisting meetings and interviews (first &amp; subsequent advertisements of post)</li> <li>• provision of professional debriefing for candidates on behalf of the Headteacher, if requested</li> </ul>	<p>£500 (however long it takes)</p>

<b>Governance</b> <b>Services and support available</b> DBE personnel are available to assist, where required, with issues relating to the governance of church schools including:	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Review of governing body minutes to identify required/appropriate action by the DBE	NO	Nil	Nil
Appointment process for Foundation Governors	YES		
Support on Foundation Governors taking ex-officio role			
Welcome information for new Governors to church schools	NO		
Liaison with LAs, schools and Governors on the Instrument of Government	YES		
Responding to parental enquiries or complaints about the school	NO		
CPD opportunities for Governors- centrally run courses	NO	All CPD can be offset against SA at full rate, or chargeable at half price if extra	All CPD chargeable at full rate (see page 11)
CPD opportunities for Governors- "Brought to You" at your school/cluster			
Attendance of DBE Officer at meetings		£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour

<b>School Improvement</b> <b>Services and support available</b> DBE personnel are available to assist, where required, with church school improvement issues	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
DBE Officer, or equivalent, input on the composition and content of your school improvement plan linked to SI AS inspection outcomes or preparation	NO, but increasing DCSF expectation of proactive DBE involvement	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Identification of areas of relevant assistance by the DBE or signposting to other assistance			

*Schools in receipt of a "notice to improve" or requiring "special measures" from either the Local Authority or Ofsted will benefit from a targeted intervention strategy in support of their church school distinctiveness – the terms of which will be subject to mutual agreement between the school and the Diocesan Director of Education.*

# CHURCH SCHOOL DISTINCTIVENESS

<b>Statutory Inspection of Anglican Schools (SIAS)</b>	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Tailored pre and post inspection support, including assistance with SIAS toolkit and action plan	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Provision of a SIAS inspector	YES	Nil	

<b>Religious Education (RE)</b>	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Best practice in RE, including resources, policy, locally agreed & examination syllabuses, schemes of work & quality of teaching and learning	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Ongoing CPD opportunities for RE coordinators (see CPD programme)			
Education law in relation to RE	YES		

<b>Collective Worship (CW)</b>	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Best practice in CW, including appropriate resources and advice on CW policy	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Ongoing CPD opportunities for CW (see CPD programme)			
Education law in relation to CW	YES		

<b>Ethos &amp; Spiritual, Moral, Social and Cultural Development (SMSC)</b>	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Support in developing your distinctive church school ethos	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Support in developing SMSC across the curriculum			
Ongoing CPD opportunities (see CPD programme)			

**Pastoral support** – Confidential pastoral and prayer support for members of the church school family is offered to all, when required, irrespective of whether a school subscribes or not. Support for Headteacher wellbeing continues to be developed – both proactively & in response to particular need.

<b>School Chaplaincy</b>	<b>Statutory service</b>	<b>Cost to subscribing school</b>	<b>Cost to non-subscribing school</b>
Tailored support for the appointment and development of school chaplaincy for your church school	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour

# ADDITIONAL SERVICES

## All Schools

Trust/property issues	Statutory service	Cost to subscribing schools	Cost to non-subscribing schools
Provision of legal support and expertise in respect of trust and property issues	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) Officer time, plus legal cost incurred, offset against SA at full rate, or chargeable at half price if extra	£100 per hour Officer time, plus legal cost incurred

## Voluntary Aided Schools only

### Buildings

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) money wisely, obtaining best value for it. 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 & DDE
Access to legal advice on church school properties, including on site ownership, trust deeds and trustees' duties	DBE, Diocesan Registrar & National Society Lawyers
Control and use of school buildings	DBE supported by Diocesan Registrar
Assistance with statutory proposals and strategic responses to local school provision, e.g. liaison with the LA to increase size of a school or protect provision of church school places	DBE & 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 DCSF, LA and other meetings to secure funding for Voluntary Aided Schools' Capital work Capital funding streams (eg Locally Controlled VA Projects, Targeted Capital Fund, BSF and PCP)	
Complete administrative support for bids for capital grants and invoicing in respect of all work carried out on a project	YMD Boon Ltd

Direct responsibility for the quality of service provided by YMD Boon Ltd rests with the DDE & the DBE.

YMD Boon Ltd'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.

**No charge is made for the DBE's time in respect of the above, up to a maximum of 3 hours per school per year.**

Employer-related issues	Statutory service	Cost to subscribing schools	Cost to non-subscribing schools
Provision of employer-related advice, including contracts of employment, performance management and disciplinary matters	NO	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) plus legal cost incurred, offset against SA at full rate, or chargeable at half price if extra	£100 per hour, plus legal cost incurred

<b>Admissions</b>	<b>Statutory service</b>	<b>Cost to subscribing schools</b>	<b>Cost to non-subscribing schools</b>
Services and support available on best practice in VA school admissions			
Participation in the annual DBE admissions consultation process, including scrutiny of your admissions policy and guidance to ensure compliance with the School Admissions Code	YES	Nil Nil	
Production of a model admissions policy for adoption if required	NO	£100 per hour DBE Officer time, £250 per half day (3hours) or £350 per full day (6hours) plus legal cost incurred, offset against SA at full rate, or chargeable at half price if extra	£100 per hour DBE Officer time, plus legal cost incurred
Legal opinion on your admissions policy			
Liaison with Local Authority Admissions teams, the DCSF & OSA as required			
Strategic responses to changing admission needs			
Attendance at meetings			
Headteacher/Governing body CPD opportunities on admissions		CPD can be offset against SA at full rate, or chargeable at half price if extra	All CPD chargeable at full rate (see page 11)
Representation of VA schools at Admissions Forums by the School and Governor Development Officer	YES	Nil	Nil
Compilation of an annual report giving required data, observations and trends	NO		

**The services on this page are provided for VA schools in support of the Governing Body's statutory responsibility as the Admission Authority for the school.**

<b>Appeals</b>			
Services of the Independent Admission Appeals Clerk in respect of <ul style="list-style-type: none"> <li>administration pre and post hearing</li> <li>arranging venues and hospitality</li> <li>clerking appeal hearings</li> <li>appointment, recruitment and training of suitable lay and non lay members of the Independent Admission Appeals Panel</li> <li>liaison with LAs and other dioceses, where required</li> <li>compulsory annual training for panel members on best practice in appeals</li> <li>Provision of appeals data</li> </ul>	<p>Statutory that the Governing Body, 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. (New admissions codes and appeal codes effective from 10<sup>th</sup> February 2009)</p> <p>All Governing Bodies retain responsibility for this function and authorise the DBE to carry it out on their behalf.</p>		
Support, general and legal guidance on the School Admission Appeals Code	Not statutory	£100 per hour, £250 per half day (3hours) or £350 per full day (6hours) offset against SA at full rate, or chargeable at half price if extra	£100 per hour
Dealing with complaints, including support and guidance for Local Government Ombudsman cases			

The DBE currently receives payment from the DCSF, 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.



# ACCOUNTABILITY

**DBE Officers, Consultants and Members of the Board of Education strive, at all times, to act according to the highest professional standards.**

DBE Officers and Consultants are accountable to the DDE for both 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.

In a very real sense, DBE Officers and Consultants hold themselves accountable for the quantity and quality of the service provided to schools on a daily basis. However, systematic quantitative and qualitative evaluations of the service provided to subscribing schools are also a feature of the Service Agreement.

## **Quantitative evaluation**

Individual written confirmation of both the school's subscription cost to the Service Agreement and the school's specified value within it is issued to each school along with the invitation to subscribe for the forthcoming year. This will be sent to schools in advance of the commencement of the subscription year on 1<sup>st</sup> April. A copy of this information is retained by both the DBE and the school.

Details of the support and/or service taken up by the school throughout the year are kept by the DBE, and updated monthly, as is the take-up of the specified value for each school.

Working visits by a DBE Officer or Consultant – the individual(s) visited (e.g. Headteacher, subject coordinator or governor) is asked to complete a brief "Record of Visit" form, to be used by the DDE to monitor that schools are receiving the services and support requested.

Attendance of DBE Officers, Members or Consultants at celebratory events e.g. Prize-giving ceremonies is not chargeable.

Detailed records are kept by the DBE of each school's CPD course bookings throughout the year.

Proactive prompts are issued each term by the DBE, so that schools can obtain best value from their subscription.

An annual summary of DBE activities in relation to the areas covered by this agreement will be issued with the invitation to subscribe for Year 4 of the Service Agreement. This will include factual information about the income generated by the Service Agreement and an overview of how it was spent.

## **Qualitative evaluation**

Each Headteacher/Chair of Governors is asked to complete a qualitative evaluation once a year of the services received under the Service Agreement, this to be independently scrutinised before the results are presented to the DDE for service improvement and internal performance management purposes.

CPD courses & "Brought to You" CPD sessions – each delegate is asked to evaluate the course they have attended, to be used by the Consultant DBE Training Manager to inform/improve future offers.

(CPD Course Leaders are selected by the Consultant DBE Training Manager on the basis of personal knowledge and/or proven reputation in their field.)

Complaints procedure – specific complaints about any matter relating to the Service Agreement should be addressed in writing to the DDE.

Periodic external review - the quality of the support and services provided by the DBE as a whole is reviewed regularly by the National Society. Specific areas/aspects of the DBE's work e.g. "Value for Money" reviewed as required, using Ofsted's Best Value criteria.

# “BEHIND THE SCENES” WORK

Officers and Members of the Diocesan Board of Education represent the family of Church of England schools in the diocese, and promote its interests, in a variety of ways:

- At **national** level - by maintaining close links with the Education Division of the Archbishops' Council and the National Society (including their legal advice scheme) and other networks e.g. the Diocesan Admissions Group. Coventry DBE personnel are involved in the establishment of a Diocesan Governance Group.
- At **regional** level - by maintaining close links with the education teams of other Midland dioceses, and Governor forums e.g. West Midlands Coordinated Governor Services
- At **Local Authority** level - by regular liaison with senior officers of Coventry, Solihull and Warwickshire Local Authorities and by membership of the appropriate committees and forums including:
  - Scrutiny Committees
  - Admissions Forums
  - SACREs
  - Schools Forums
  - Consultation Groups
  - BSF/PCP Working Parties
  - School Improvement Discussion Groups
  - School Governance Discussion Groups
  - Other committees as necessary, e.g. Federation working parties
- By a partnership agreement with the National College for School Leadership and its regional and local offices
- By regular contact with the Coventry & Warwickshire Learning Skills Council
- By regular contact with the governors' organisations of each Local Authority
- By regular contact with bishops, archdeacons, other diocesan officers, Bishop's Council and Diocesan Synod
- By working in partnership with other denominations, charities & trusts involved in education

## Partnership Charter

**Church of England Schools 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 and parishes to the 'Every Child Matters' agenda
- ◆ Have a pastoral concern for staff, governors, pupils and all members of the Church School family
- ◆ 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 adequate notice of courses, meetings, visits etc
- ◆ Respond promptly and courteously to any complaints about the quality of service provided

**Schools are required to:**

- ◆ Keep the DBE informed of their current situation and of developments at the school
- ◆ Given adequate notice, be available for meetings, conferences, courses and briefings or visits
- ◆ Give adequate notice when requesting visits, meetings, making CPD course bookings, etc
- ◆ Email copies of their governing body minutes to the Consultant Governor Support Officer
- ◆ Email a copy of the School Improvement Plan to the School & Governor Development Officer
- ◆ Pay invoices promptly within specified times
- ◆ Provide qualitative feedback on the usefulness of the services received and constructive suggestions for improvement

# How your subscription works: Example of a Voluntary Aided School

## St Everywhere C of E Primary School

(260 on roll)

School pays: £800

School gets: £1,200

Extra amount school can spend: £600  
(support chargeable at half price)

### Context

Acting Headteacher in post. School currently looking to appoint a substantive Headteacher\*.  
School last inspected 2 years ago, when it was rated "good" by Ofsted and in its SIAS inspection.  
2 newly-appointed governors & 1 governor taking on admissions/appeals responsibility  
School Improvement Plan priorities – developing the creative curriculum, developing middle leaders, addressing the requirement to contribute to community cohesion

Headteacher and Chair of Governors decide they will access DBE services/support as follows:

Service/support	Cost
Tailored pre-SIAS inspection support, including using the new SIAS toolkit, with Headteacher 2 hour visit by DBE Officer or Consultant	£200
3 hour visit by DBE Officer or Consultant to RE Co-ordinator to advise on Collective Worship	£250
1 "Brought to You" twilight DBE course for existing Foundation Governors on the development of the school's Christian ethos	£200
1 full day course place on DBE community cohesion course	£150
2 places for Headteacher and a Governor on DBE admissions and appeals "Keeping ahead of the Game" course	£200
2 evening DBE course places for newly-appointed governors on Being a Governor in a Church of England School	£120
1 place at DBE Headteacher Conference, Ardencote Manor 15.10.09	£100
2 places at DBE Governor Conference, "Tomorrow's Leaders Today" 6.3.10	£100
1 place on DBE course "Raising your Game" – Moving from good to outstanding in SIAS	£100
DBE support for Headteacher recruitment process (notional value £1,000)	No charge
<b>Total</b>	<b>£1,420</b>
School's specified value	£1,200
Extra amount(over specified value)	£ 220
School invoiced for half of the extra amount	£ 110

**If no other support is required, the school gets £1,420 support for (£800 + £110) £910**

**SAVING = £510**

Extra amount the school can spend at half price	£600	<b>If St Everywhere decides not to subscribe to the Service Agreement, it would have to pay the full £1,420 cost for the above support plus the full £150 for the leadership succession planning course.</b>
Half price support already invoiced	£ 110	
Leaving a remainder of	£490	
School then sends its ICT Coordinator on a leadership succession planning course and purchases this at half price for the day, i.e. instead of £150	£ 75	
Leaving a remainder available to spend at half price of	£ 415	
<b>With this extra support, SCHOOL SAVING = £510+£75= <u>£585</u></b>		

## How your subscription works

### Example of a Voluntary Controlled or Foundation School

#### St Anywhere C of E Primary School

(147 on roll)

School pays: £270

School gets: £400

Extra amount school can spend: £200  
(support chargeable at half price)

#### Context

New Headteacher recruited into post in September 2008.

Experienced Headteacher, but first Headship in a Church school.

School last inspected 3 months ago – rated “satisfactory” by Ofsted and “good” in its SIAS inspection

1 Foundation Governor vacancy

School Improvement Plan priorities - develop its creative curriculum, address new Head's CPD needs on the distinctiveness of a Church School

Small staff and cost of cover sometimes precludes attendance at CPD courses.

Headteacher and Chair of Governors decide they will spend their £400 on:

Service/support	Cost
1 place at Headteacher Conference, Ardencote Manor 15.10.09	£100
1 place on Teaching Christian Values through the Primary Curriculum course (full day)	£150
1 day's supply cover	£150
1 place at Welcome to Coventry Diocese twilight event	No charge
Total	£460
School's specified value	£400
Extra amount (over specified value)	£60
School invoiced for half of the extra amount	£30

**If no other support is required, the school gets £460 services for (£270 + £30) £300**

**SAVING = £160**

Extra amount the school can spend at half price	£200	<b>If St Anywhere decides not to subscribe to the Service Agreement, it would have to pay the full £460 cost for the above support plus the full £120 for the “Good School? Christian School?” course places.</b>
Half price support already invoiced	£ 30	
Leaving a remainder of	£ 170	
School then sends its Headteacher and an experienced Foundation Governor on the DBE “Good School? Christian School?” course and buys 2 places for the price of 1, i.e. instead of £120	£ 60	
Leaving a remainder available to spend at half price of	£ 110	
<b>With this extra support, SCHOOL SAVING = £160+£60= <u>£220</u></b>		

## NOTES

Please use this space to work out what services and/or support you would like from the DBE for the period April 2009 - March 2010

Alternatively, please just contact the School & Governor Development Officer to discuss your requirements

<b>Service/support</b>	<b>Cost</b>
1 place at the Headteacher Conference      A Vision to Inspire      15.10.09	£100
2 places at the Governor Conference      Tomorrow's Leaders Today      06.03.10	£100
Total	
School's subscription amount * (from accompanying letter)	
School's specified value* (from accompanying letter)	
Extra amount over specified value* (from accompanying letter)	
School to be invoiced for half of the extra amount	
Extra amount the school can spend at half price* (from accompanying letter)	

<b>COVENTRY DIOCESAN BOARD OF EDUCATION SERVICE AGREEMENT FOR CHURCH OF ENGLAND SCHOOLS</b>
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**NAME OF SCHOOL** \_\_\_\_\_

We accept the terms of the DBE Service Agreement for 2009/10

**SIGNED** \_\_\_\_\_ Headteacher

\_\_\_\_\_ Chair of Governors

**Date** \_\_\_\_\_

**NOR** \_\_\_\_\_

**School's subscription amount**                      **2009/10**                      £ \_\_\_\_\_ \*

**School's specified value**                      **2009/10**                      £ \_\_\_\_\_ \*

**School's extra amount**                      **2009/10**                      £ \_\_\_\_\_ \*

\* (from accompanying letter)

Please invoice the school directly

Cheque attached, payable to **COVENTRY DIOCESAN BOARD of EDUCATION**, and returned to:

LINDA WAINSCOT  
COVENTRY DIOCESAN BOARD of EDUCATION  
1 HILL TOP  
COVENTRY  
CV1 5AB