



DIOCESE OF SALISBURY

Service Level Agreement

1st April 2011 - 31st March 2012



THE SALISBURY DIOCESAN
BOARD OF EDUCATION

'Working for children, young people, schools and parishes'

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Service Level Agreement

This service level agreement has been designed to enable us to give the best value to schools in the new landscape in which we all find ourselves. We recognise these are challenging financial times and we have done our best to keep costs as low as possible to schools. 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.

The agreement provides a background to the Diocese, an introduction to all the staff and details of what we can offer your school.

There are three levels of service described in detail here to enable your school to decide at what level they require our services. For this financial year 2011-12 only, you also have a choice as to whether you would like this agreement to commence in April at the full rate or from September 2011 at the rate of 7/12ths of the full annual fee rate.

Salisbury Diocese

The Diocese of Salisbury extends over 2000 square miles, with a population of just under 860,000 and covers most of Dorset, including the unitary authority of Poole, three-quarters of Wiltshire and small parts of Hampshire and Devon. It is mainly rural with many small villages and a few areas of urban development. There are 4 archdeaconries, 19 deaneries, 155 benefices and 460 parishes with 101 voluntary aided, 94 voluntary controlled, 1 foundation school and 2 academies, serving around 42,000 young people today.

Church Schools: Background

- 2011 is the two-hundredth anniversary of the establishment of Church schools in England and Wales.
- In 1811, the National Society (Church of England) for the Promotion of Religious Education was founded to provide education for *'the children of the poor in the principles of the Established Church'*.
- The vision for Christian education was so great across England that on average a new school opened every day for forty years, and by the 1851 census 17,000 schools had been established. The over-riding aim was to educate children within a Christian environment.

- In 1870, state provision of education was established to fill the gaps, but new church schools have continued to open by Christians who maintain the vision to offer a Christian education more widely.
- In 1944, Church schools were brought into the state system. They were given a choice between greater state funding and control as 'voluntary controlled' schools or less state funding and greater independence as 'voluntary aided' schools.
- The new academy legislation removes this dual system, placing all Church of England schools back on the same legal footing, as independent schools with charitable trust status, overseen by their trustees, and run by governors nominated by the trust. We have considered the various models offered by the DfE (Department for Education) and believe the VA model 1 best suits our schools in remaining true to their original trust deeds and offering the flexibility to secure sound governance into the future.

Church Schools: Today:

The Church of England has a long and successful history of involvement in education and schooling. As a statutory provider of schooling the Church has built a strong and respected position in England and Wales.

- Approximately 1 million children attend C of E schools
- About 15 million people alive today went to one
- 25% (4605) of all primary and middle schools are C of E
- 236 (6.25%) secondary schools are C of E
- The Church is the biggest provider of "old style" academies with 42 by 31st August 2010
- 564 independent schools declare themselves to be C of E

Church of England schools are established primarily for the communities they are located in. They are inclusive and serve equally those who are of the Christian faith, those of other faiths and those with no faith.

The Board of Education

The Board is concerned to serve God in all aspects of the Church's educational work in the Diocese of Salisbury and thereby to enable people to develop spiritually, morally, socially and intellectually according to the beliefs of the Christian faith. Church schools are seen as central to the church's mission, so the Education Team seeks not only to fulfill its statutory duties, and monitor standards, but also to nurture and develop all involved in the life of its schools, believing that all of us matter to God. The family of church schools is a place where all are valued equally, all are nurtured to give of their best, and all are supported through joys and sorrows, to go forward together.

The People at the Board of Education: -

The Education Team:

Each school has a link adviser from among the team, who will visit the school regularly, offering professional advice and support to heads and governing bodies. As former heads of church schools ourselves, we listen, advise, offer resources and suggestions and practical help and training. We work closely with local authorities, parishes and other agencies to ensure schools get the best access to advice and support on a range of matters.

Director of Education	Chris Shepperd
Deputy Director of Education	Anne Davey
Adviser for School Development	Mark Stratta
Consultant Advisers for School Development	Sue Evans, Carole McCormack, Jen Pitcher

School Support Officers:

Mostly working out of our Diocesan Education Centre (DEC) in Salisbury, we offer expert guidance on matters relating to governance and admissions, as well as supporting the work of the advisory teams, and administering the SIAS process. They are also your first point of contact for bereavement, building issues, complaints etc, as they are able to direct you to the relevant adviser. We also have high quality conference facilities at the DEC via our Professional Development Centre (PDC).

Assistant to the Director	Sandi Hammer
Assistant to the Advisers	Sarah McNicol
School Support Officer	Jane Franchi
Office/Professional Development Centre Manager	Sue Morrow
Reception/Hospitality Assistant	Anna Tucker/Janis Furse
Communications Co-coordinator	Michael Ford

Religious Education/Children and Youth:

As experienced professionals in our field, we offer advice and support to those delivering Religious Education (RE) and Collective Worship (CW). As well as producing many resources ourselves, we also offer training to schools centrally, locally and in individual schools on request. The youth and children's advisers work closely together to encourage parishes in their outreach and consider ways in which schools and parishes can work together for the benefit of the children and young people and their spiritual development.

Adviser for RE and Collective Worship (Dorset)	Derek Holloway
Adviser for RE and Collective Worship (Wiltshire)	Verity Holloway
Youth Adviser	Elizabeth Whitbread
Children's Adviser	Barbara Meardon

Buildings Team:

The Buildings and Finance Team is responsible for supporting the governors of our voluntary aided (VA) schools in maintaining and developing their buildings, working through their appointed Diocesan School Surveyor. Academies and voluntary controlled schools may also seek advice from our experts in partnership with the local authority provision. Based at the Diocesan Education Centre in Salisbury, we travel out to schools to offer site advice when needed.

Buildings Officer	Catherine Hannell
Assistant Buildings Officer	Steven Baysting
Finance Manager	Peter Kidman
Finance Administrator	Coral Dunwell

All advisers and officers may be contacted on 01722 428428, and their email is – first name.surname@salisbury.anglican.org .

Overview of total services available

Through the work of all of our advisers and officers we provide:

- Guidance on developing a Christian ethos and a Christian perspective on all aspects of the life of the school
- Support for cluster working and developing opportunities to work more closely and effectively with local parishes
- DBE (Diocesan Board of Education) Officer time and expertise in respect of trust/ property issues
- Assisting VC and community schools with change of category to VA status, and all schools with support to change to Church Academy status – advising governing bodies of the implications for building and maintenance works of their proposed change to VA status, to enable fully informed decisions to be made.

Support for Leadership and Management

- Professional support for governing bodies by a trained adviser for all aspects of the recruitment process when appointing a new headteacher
- Provision of appropriate induction for newly-appointed headteachers
- 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
- Pastoral and professional support for church school headteachers and staff; and advice on educational issues
- Church school improvement discussion once a year with a DBE schools adviser or consultant adviser.
- Training courses for staff and governors, held both centrally and school/cluster based, and sometimes in conjunction with LAs and other Dioceses

Church School distinctiveness

- Pre and post SIAS (Statutory Inspection of Anglican Schools) guidance and support
- Support for best practice in Religious Education
- Support for best practice in Collective Worship
- Advice and high quality resources to develop the distinctive Christian ethos of your church school
- Support and advice on developing pupils' spirituality, and on personal, social, and moral education across the curriculum
- Support for the development of school chaplaincy within your school, if desired

Continuing Professional Development

Provision of a high quality CPD (Continuing professional development) 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. Some courses are held in conjunction with local authorities and other Dioceses, others carry masters level accreditation and some are funded by grants from the National College.

For further information please see our website: www.salisbury.anglican.org

DBE buildings and finance services provided to VA schools

VA schools currently receive the following services from the Board of Education.

VC schools who are interested in receiving this service in addition to the SLA are advised to contact Chris Shepperd for further information.

General Premises Advice to VA schools – Schools/governors can contact their Diocesan Surveyor and the Diocesan Buildings and Finance team to discuss any premises or capital funding issues at their school. A member of the Buildings and Finance team will visit schools if required.

Considering Capital Works Projects and Providing Approval in accordance with DBE Measure 1991 –

All capital works projects must comply with legislation governing the relationship between C of E Dioceses and VA school governing bodies.

DFC (Devolved Formula Capital) Banking Scheme for VA Schools –

The Diocese operate a service to enable school's DFC to be held by the Diocese on their behalf, generating interest (which is used to assist payment of the governors 10% contribution), and will shortly be providing password-protected on-line access for school regarding DFC/LCVAP (Local Council Voluntary Aided Programme) allocations and DFC/LCVAP project commitments.

Completion of annual assurance form on behalf of governing body -

The annual assurance form required by Partnerships for Schools (Pfs) is completed annually by the Buildings and Finance team for each school in the Diocesan DFC Scheme and forwarded to the school for signing by the head and Chair of Governors in time to meet Pfs deadline.

Payment of Invoices for Pfs Approved Costs throughout a Project –

The Diocese undertakes to pay all invoices pertaining to approved grant-funded projects and recover these funds (90%) through Pfs grant. In this way the Diocesan service protects a governing body financially against the possibility of late payment when they enter into a building contract.

Discretionary assistance with governors' contributions –

VA School Governors are assisted with their 10% contribution towards building projects from DBE Uniform Statutory Trusts – currently up to 2%, reducing the governors' contribution to 8%.

Assisting in resolving Pfs Funding Issues –

In circumstances where construction / project costs exceed the approved Pfs grant sum for genuine reasons, the Diocese (where funding permits and as approved by the DBE), will continue settling contactors invoices (and thereby protecting the Governing Body under the building contract) until 'additional costs' claims are prepared by the surveyor and considered by the Pfs. The Diocese will also co-ordinate these additional cost claims to the Pfs.

Allocation and co-ordination of annual Pfs LCVAP funding in conjunction with other Dioceses and LA –

Diocesan Officers work to establish funds available, and with headteacher support prioritise LCVAP projects and allocate funds as appropriate to ensure the maximum and best-structured opportunities for grant funding for school building projects across the whole VA sector.

Appointment of Diocesan Surveyor –

The Diocese aims to ensure VA schools are adequately supported through capital building projects by appointing a Diocesan surveyor to each VA school in the Diocese. Surveyors are in regular contact with the Diocese when a building project is taking place, and performance is monitored by questionnaires to governors on completion of those projects.

Representing VA schools at Local and National Government Level – Diocesan Officers liaise with Local Authorities, PFS and the National Society in addressing building and capital funding issues affecting VA schools.

Land Purchase/Disposal – Diocesan Officers will assist schools with land purchase and disposal. Services include liaison with trustees, solicitors, local authorities and other associated agencies.

Providing Premises Advice to Schools regarding Nurseries / Pre Schools / Community Use etc on school sites – the Buildings and Finance team will assist schools providing premises advice and liaising with the Trustees, the local authority, solicitors and private providers.

Levels of Support

This document sets out the level of support that schools can expect for each level of service agreement. There are three tiers: entry level, standard level and enhanced level support.

Entry Level:

The Diocesan Board of Education will undertake to provide the following:

- The regular and proper inspection of Church schools. This involves the training and allocation of SIAS inspectors and a quality assurance of the report writing process, as well as hearing appeals if necessary. This process will continue to be subject to an administration fee. **(See Note 1)**
- The delivery of our statutory responsibility in relation to RE
- Continued support for all VA schools in looking after, developing and replacing their buildings. **(See Note 2)**
- Support with drafting/checking admission policy for VA schools
- Signposting to advice and support for admissions appeals if necessary
- Free access to the Diocesan website (including all those resources formerly available on the Saled website) with its detailed schools information and range of downloadable resources
- Prompt response to urgent telephone or email enquiries from the named diocesan adviser attached to the school and access to pastoral support and advice as available for urgent and important matters. **(See Note 3)**

- An invitation to apply to attend the Year 6 leavers' service at Salisbury Cathedral, where such a service takes place. This is usually an annual service in July and the opportunity to participate is provided to all primary and junior schools.
- Support and encouragement for schools to work locally in pyramid/cluster and deanery-based groups to share good practice and provide low-cost training and development opportunities at local venues using local expertise. The standard charge for delivery of specific training at such events will continue to apply, as presently. **(See Note 3)**
- Support for the Governing Body throughout the whole headteacher appointment process and induction of new headteacher during the first year following appointment by the named adviser attached to the school. Please note that from September 2011 an additional charge will be levied for this service. *This charge is independent of the SLA for ongoing services and support.*

Standard Level:

For those schools choosing to pay the standard level of SLA, the following services form the core entitlement, in addition to the entry level services already detailed above:

- An annual visit by the named leadership adviser attached to the school to review in detail current provision as an effective and distinctive church school; and to leave clear points of action for the Headteacher and senior leaders. Each diocesan leadership adviser is an ex-headteacher with comprehensive experience of the SIAS process and has a wide range of experience in advisory and consultancy work.
- Additional leadership advisory support would be available at a 20% discount from the published rates: **(See Note 4)**
- Access to one RE training session provided by the Diocese at a 40% discounted rate. This could be one training course run at the Education Centre in Salisbury, or cluster/deanery based training available locally.
- 40% discounted rate for attendance at one diocesan conference for church school headteachers per year. This conference is designed to reflect latest issues and developments for church schools and a choice of workshops is usually available in order to tailor content to the needs and experience of attendees.
- Free attendance at one of the courses listed on our website and a reduction of 20% for a staff member or governor of the school from the cost of all other courses run by the Diocesan Board of Education at the DBE, or designated alternative local venue.

- Adviser support in complex and ongoing matters appertaining to legislation relating to church schools
- Administration fee for SIAS process waived.

Enhanced Level:

For those schools choosing to pay the enhanced level of SLA, the following services would form the core entitlement in addition to the entry level services already detailed above:

- Two visits a year by the named leadership adviser attached to the school to review in detail current provision as an effective and distinctive church school; and to leave clear points of action for the Headteacher and senior leaders. Each diocesan leadership adviser is an ex-Headteacher with comprehensive experience of the SIAS process and has a wide range of experience in advisory and consultancy work.
- Access to HR advice for routine matters. Additional legal advice on specialist and complex matters would be available at additional cost.
- Free access to one RE training session provided by the Diocese. This could be one training course run at the Education Centre in Salisbury, or cluster/deanery based training available locally. Additional RE advisers' time could be booked.
- Free attendance for the headteacher at one diocesan conference for church school headteachers per year. This conference is designed to reflect latest issues and developments for church schools and a choice of workshops is usually available in order to tailor content to the needs and experience of attendees.

- Ongoing, structured, leadership support, at no further cost, up to a maximum of three days of advisers' time, or equivalent. This is individually designed according to the needs of the school concerned. It could take the form of leading staff meetings for the purpose of reflection and nurture; designing and facilitating retreats; working with clusters; 1:1 confidential support for headteachers; mediation; etc. Schools working with other nearby schools in a pyramid/cluster or deanery group may offer up to half of this additional time to be shared by the cluster.
- Additional leadership advisory support would be available at a 40% discount from the published rates: **(See Subscriptions Note 5)**
- Free attendance at one of the courses listed on our website and a reduction of 40% for a staff member or governor of the school from the cost of all other courses run by the Diocesan Board of Education at the DEC, or designated alternative local venue.
- Adviser support in complex and ongoing matters appertaining to legislation relating to church schools
- Administration fee for SIAS process waived

Subscription Amounts

The cost to your school of purchasing Diocesan services through the SLA will be:

Entry level – no additional charge

Standard level – Primary & Secondary: £200.00 + £1.50 per pupil, with a cap at £800

Enhanced level – Primary & Secondary: £400.00+ £4 per pupil with a cap at £1700

For the financial year 2011-2012 only, schools can opt to buy in from September 2011 at the rate of 7/12ths of the full annual fee.

Notes:

1. **Currently the administration charge to the school for the process is £50 (as at Jan 2011.)**
2. **Professional project advice and support from diocesan surveyor, and monitoring/administration support from the buildings team is charged for via the 12.5% project fee and 2.5% management fee and the DFC scheme as detailed in the attached paper.**

- 3. If extended leadership consultancy is required this can be arranged at an additional cost. The rate in January 2011 is £150 per 2 hour visit; £250 per half day; and £350 per full day.**
- 4. For schools buying into the SLA, the published fee levels are guaranteed until at least September 2012. At 20% discount, the rates for advisers' time would be: £120 for a visit up to two hours; £200 per half day visit and £280 per whole day.**
- 5. For schools buying into the SLA, the published fee levels are guaranteed until at least September 2012. At 40% discount, the rates for advisers' time would be: £90 for a visit up to two hours; £150 per half day visit and £210 per whole day.**

The Diocese will not normally charge schools in Special Measures for advisers' time used to support the school to make progress on the identified issues.

**SALISBURY DIOCESAN BOARD OF EDUCATION 12 MONTH
SERVICE AGREEMENT FOR CHURCH OF ENGLAND SCHOOLS**

NAME OF SCHOOL.....

We accept the terms of the DBE Service Agreement for **1st April 2011 –31st March 2012**

SIGNED..... Headteacher

SIGNED.....Chair of Governors

DATE..... NOR.....

Standard level - Primary & Secondary: £200.00 + £1.50 per pupil, with a cap at £800

Enhanced level - Primary & Secondary: £400.00+ £4.00 per pupil, with a cap at £1700

PLEASE TICK / DELETE AS APPLICABLE – All prices are VAT rateable.

- Entry Level - Subscription Amount 2011/2012 - £NIL
- Standard Level - Subscription Amount 2011/2012 - £200 + (£1.50 x) = £_____ max £800
- Enhanced Level - Subscription Amount 2011/2012 - £400 + (£4.00 x) = £_____ max £1700

INVOICE

- Please invoice the School directly
- Cheque Attached (payable to Diocesan Board of Education) and returned to:-

Salisbury Diocesan Board of Education, Devizes Road, Salisbury, Wiltshire. SP2 9LY

**SALISBURY DIOCESAN BOARD OF EDUCATION 7 MONTH
SERVICE AGREEMENT FOR CHURCH OF ENGLAND SCHOOLS**

NAME OF SCHOOL.....

We accept the terms of the DBE Service Agreement for **1st September 2011 –31st March 2012**

SIGNED..... **Headteacher**

SIGNED..... Chair of Governors

DATE..... NOR.....

Standard level - Primary & Secondary: £200.00 + £1.50 per pupil, with a cap at £466 for 7 month agreement

Enhanced level - Primary & Secondary: £400.00+ £4 per pupil with a cap at £992 for 7 month agreement

PLEASE TICK / DELETE AS APPLICABLE – All prices are VAT rateable.

Entry Level - Subscription Amount 2011/2012 - £NIL

Standard Level - Subscription Amount 2011/2012 - £200 + (£1.50 x ___) = £_____ x 7/12 = £

Enhanced Level - Subscription Amount 2011/2012 - £400 + (£4.00 x ___)= £_____ x 7/12 = £

INVOICE

Please invoice the School directly

Cheque Attached (payable to Diocesan Board of Education) and returned to :-

Salisbury Diocesan Board of Education, Devizes Road, Salisbury, Wiltshire. SP2 9LY