



## **Archdiocese of Liverpool Schools' Department Newsletter and Information**

This term has unusually had several start dates, due to the timing of Easter. I hope that the break, at whatever time it fell in your school, was enjoyable.

The spring term was busy and compressed for all. In the Schools' Department we said a final farewell to Stan Coffey after years of devoted service to the Archdiocese and its schools. In March we were thrilled to host a very successful farewell event for Stan. He enjoyed seeing so many colleagues and friends, and we were grateful to Bishop Vincent for his presence and his wise but witty Vote of Thanks. Many schools were represented and many more made generous offerings to a gift for Stan. Suitably golf-related items were to be purchased!

We wish Stan a long and happy retirement. We are equally delighted to welcome his successor, Chris Williams, who has settled in very quickly and is making a valued contribution to the work of the Department. We also welcome to our office team Ms Rosa Dover who is rapidly mastering the many facets of work in the department.

At school level we continue to work with governors in making appointments to senior positions. We also continue to expand and develop professional support for those seeking leadership posts. The Catholic Deputies Forum, established after last year's successful 'Joys of Headship' event is now meeting termly, facilitated by the staff who have joined it and supported by Diocesan Schools' Officers. Thanks are extended to Headteachers who have released staff and who also host the events which are located across the Archdiocese.

The group of diocesan officers formed from dioceses in the North West has now become the Catholic Training Partnership and is developing links with regional and national bodies in order to deliver a high level of support and training to teachers in our schools.

**Frank Cogley**

## Dates for your Diary

### Forthcoming Conferences

Event	Venue	Date
Primary Headteachers' Residential*	Wrightington Hotel	12/13 June 2008
NQT Reflection Conference	LACE	18 June 2008
Aspiring Secondary Headteachers Residential**	Wrightington Hotel	3/4 July 2008
Secondary Headteachers Residential	Wrightington Hotel	16/17 October 2008

\*This conference is a repeat of the one held in March

\*\*Organised by the Catholic Training Partnership (North West Dioceses)

### Autumn Term 2008 Headteacher Meetings

LA	Venue	Date	Time
Sefton	St Jerome's Primary School	Wednesday 1 October	2.00 p.m.
Lancashire	Holy Cross High School	Thursday 2 October	2.00 p.m.
Knowsley	All Saints' High School	Tuesday 7 October	1.30 p.m.
Warrington	St Gregory's High School	Thursday 9 October	1.30 p.m.
Halton	Our Lady of Perpetual Succour Primary School	Monday 13 October	1.30 p.m.
Liverpool	LACE	Tuesday 14 October	1.30 p.m.
St Helens	De La Salle High School	Monday 20 October	1.30 p.m.
Wigan	St Aidan's Primary School	Wednesday 22 October	1.30 p.m.

**If you have any agenda items for this series of Headteacher meetings, please advise your DSO as soon as possible.**

## Headship Appointments

**A warm welcome and congratulations to recently appointed colleagues:**

<b>Name</b>	<b>School</b>	<b>Local Authority</b>
Joanne Farrimond	St John Fisher Primary	Knowsley
Monica Gallimore*	St Cuthbert's Community College	St Helens
Karol Grabowski*	"North Huyton Learning Centre"	Knowsley
David Iliff*	Our Lady Star of the Sea Primary	Sefton
Dermot McNiffe*	The Academy of St Francis of Assisi	Liverpool
Margaret Roberts	St John Vianney Primary	St Helens
Alan Saunders*	St Joseph's Primary	Warrington
Patrick Smyth	St Mary's Primary, Chorley	Lancashire
Patsy Wade	St Austin's Primary	St Helens
Michael Wright*	St Mary's Technology College	Lancashire

**\*Appointments to be taken up in September 2008**

## Headteacher Retirements

**Sincere thanks from the Archdiocese and best wishes for the future:**

Kath Ashton	St Mary's Primary, Birchley	St Helens
Sue Banister	St Joseph's Primary	Warrington
Pat Bigland	St Patrick's Primary	Wigan
Paul Brierley	St Richard's Primary	Wigan
Jim Burke	The Academy of St Francis of Assisi	Liverpool
Trevor Day	St Mary's Technology College	Lancashire
Phil Doyle	St Margaret Mary's Junior School	Knowsley
Frances Fraser	St Francis of Assisi Primary	Liverpool
Phil Gretton	Our Lady Star of the Sea Primary	Sefton
Sue McWilliam	St Peter's Primary	Warrington

## Headteachers Moving from the Archdiocese to Pastures New

**Best wishes and good luck in your new role:**

Liz Connolly	St Catherine's Primary	Wigan
Marie Quayle	St Edmund of Canterbury High School	Knowsley
John Whalley	St Bernadette's Primary	Wigan

### **NQTs**

During the present academic year we have been able to attend the popular Recruitment Fairs at Edge Hill, Chester and Hope. It has been particularly pleasing to hear students speaking highly of their experiences on placement in our schools.

Please note that this year's Annual Reflection Event for NQTs will take place at LACE on Wednesday 18<sup>th</sup> June starting at 1 30pm. A flyer will be coming into school shortly. We hope that schools will give their usual level of support to this important event.

### **VACANCIES AND APPOINTMENTS**

May we ask that the Schools' Department is informed once a vacancy at the level of Deputy Head or Headteacher is known. It is right that, where appropriate, we are able to extend the thanks and appreciation of the Trustees to those who retire at this level. It is also extremely important that Schools' Officers are able to attend the initial meeting and all subsequent elements of the appointment process in order to support and advise the Governing Body. Please pass on such information either to the office Administration Team or to your schools' named DSO.

### **MASS FOR NEW AND RETIRING HEADTEACHERS**

This year's Mass of Celebration for new and retiring Headteachers will be held on 23 June 2008 at 7.30 p.m. at LACE.

### **DECLARATIONS OF INTEREST**

Head teachers and Chairs of Governors are asked to ensure that, prior to the appointment of senior staff, all those involved in the selection process are reminded to declare any potential interest if they know any of the candidates for the post.

As a principle, any knowledge of a candidate should be raised at the start of the process. The selection panel can then make a judgement as to relevance to the post and process and whether, indeed,

there is any actual interest to be registered.

DSO's will ensure that this is raised as part of the guidance on procedure given at the first meeting when a notification of a vacancy has been received.

### **PARISH BOUNDARIES**

In the light of the formation of Pastoral Areas, the Primary Capital Programme and of the establishment in some parts of the Archdiocese of significant new housing developments, the Trustees are now looking to make available up to date and accurate information on the location of boundaries. A number of schools in Lancashire have already received this information.

### **GOVERNOR TRAINING**

The governor training courses for the summer term 2008 have been posted on the website but here's a reminder:

#### **Effective Governing Body**

6 May 7.00 p.m. – 9.00 p.m.  
St Edmund Arrowsmith High School  
Ashton-in-Makerfield, Wigan WN4 9PF

#### **Ethos and Mission**

17 June 7.00 p.m. – 9.00 p.m.  
St Bede's High School  
St Anne's Road, Ormskirk L39 4TA

#### **Admissions/Appeals**

20 June 10.00 a.m. – 12.00 noon  
LACE, Croxteth Drive, Liverpool L17 1AA

2 July 6.00 p.m. – 8.00 p.m.  
Municipal Buildings  
Kingsway, Widnes WA8 7QF

#### **Foundation Governor Role**

8 July 7.00 p.m. – 9.00 p.m.  
LACE, Croxteth Drive, Liverpool L17 1AA

Booking forms can be downloaded from our website:

[www.archdiocese-of-liverpool.co.uk](http://www.archdiocese-of-liverpool.co.uk)

## POOL OF PRIMARY DEPUTY/ASSISTANT HEADTEACHERS

Since this initiative was discussed at the Spring Term Headteachers' meetings significant progress has been made and we are now ready to begin the process. A copy of the draft advertisement is included below for information. Once finalised, this will be circulated to all schools in the Archdiocese which, hopefully, will be within the next couple of weeks:

### THE ARCHDIOCESE OF LIVERPOOL

#### Schools' Department

#### APPOINTMENT OF A POOL OF PRIMARY DEPUTY/ASSISTANT HEADS From September 2008

The Schools' Department is developing a new initiative to support the leadership in its Catholic primary schools which are experiencing short term issues related to the recruitment of Headteachers. The department is seeking to identify a number of Primary Deputy and Assistant Headteachers to form a pool of potential Acting Headteachers or Acting Deputy Headteachers in schools across the 8 Local Authorities that are situated within the Archdiocese.

Successful applicants will be the first to be considered where there is a short-term vacancy within a school.

It is proposed that successful applicants will remain on the register for the pool for up to 2 years and will be expected to undertake some additional professional development to enhance their expertise as a leader in a Catholic school.

Candidates must demonstrate

- significant leadership experience preferably in a Catholic school
- recent and relevant professional development related to leadership
- a willingness to travel to other authorities within the diocese if required
- excellent communication and interpersonal skills
- the capacity to deal with challenging circumstances with sensitivity and flexibility
- experience of building effective teams
- experience of collaborative working with other schools and partners
- working successfully to tight deadlines
- the full support of their current Headteacher and Chair of Governors

Candidates should complete a CES application form and accompany this with a letter to address the requirements above and the criteria in the person specification for the post.

Should you wish to discuss the requirements of this initiative in more detail the please get in touch with **(to be advised)**

Application packs can be obtained from **(to be advised)**

Closing date for applications **(to be advised)**

Interviews **(to be advised)**

## **EQUAL PAY ACT AND SINGLE STATUS AGREEMENT**

The Archdiocese has been asked by several headteachers to reiterate its position on the Local Authorities' decision to implement the findings of their recent job evaluation/review.

Our position remains unchanged. It reflects our previous advice received from the Catholic Education Service and the recent guidance issued by the DCSF in March 2008.

"The governing bodies of voluntary aided (VA) and foundation schools are the employers of staff in their schools and have autonomy to set their own pay and conditions for support staff – the governors may choose to mirror the local authority's pay and grading arrangements. They are similarly free to use the local authority's payroll service or to engage an alternative supplier; however the details of how this affects employees at each school will depend on local agreements and contracts of employment. But, as a general principle, where a VA or foundation school has chosen to match local authority pay and conditions, it would still be for the governing body to decide whether it will match any increase in salary, and any back pay or pay in lieu of back pay, arising from the local authority's single status review. But it would not be obliged to do so unless, of course, there were contractual obligations."

### ***Department for Children, Schools and Families***

#### ***Communities and Local Government***

This latest guidance provides a very clear statement that the Governors, as the employers, have the autonomy to set their own pay and conditions for support staff. Obviously, if the Governing Body has entered into local agreements in conjunction with their Local Authority then the Governing Body is bound by these agreements.

May I take this opportunity to remind you that in our Catholic schools it is the Governing Body that makes appointments. The Governing Body

should issue to each employee a contract of employment and a letter setting out the terms and conditions of service. This may be done by the Local Authority acting on behalf of the Governing Body, but the Archdiocese strongly recommends that you use the Catholic Education Service application forms and contracts of employment which are available from their website – [www.cesew.org.uk](http://www.cesew.org.uk).

## **ADMISSIONS**

You will be aware that there has been considerable national controversy this year about admissions. The Secretary of State is very concerned that all policies and associated forms (supplementary forms) comply with mandatory aspects of the School Admissions Code 2007.

The Archdiocese along with the Catholic Education Service has always wholeheartedly supported the requirement for Catholic schools to comply with the Code and any relevant regulations. We are also confident that the admissions arrangements of the vast majority of our Catholic schools are sound, fully meeting all the statutory requirements.

It is most important that schools fulfil the statutory requirement to consult with the Archdiocese at the earliest opportunity, making sure that Archdiocese has a copy of their proposed admissions policy and arrangements. The Archdiocese will be issuing a new guidance booklet in September 2008 which will have been amended in light of any new requirements and with the experience of the current admissions cycle.

It is most important that Catholic schools are seen to be operating in line with the Code and in partnership with the DCSF and Local Authorities, whilst maintaining our legal rights over admissions to our voluntary aided schools. Please do not hesitate to contact the Schools' Department if you wish to discuss any aspect of your policy or arrangements.

## **SCHOOLS' DEPARTMENT 2008-09**

### **CONTACT DETAILS, DEPLOYMENT AND PRINCIPAL RESPONSIBILITIES**

**Director:** Frank Cogley

**Diocesan Schools' Officers:** Alan Bell  
Tony Charnock  
Tony Ford  
Madeleine Haines  
Teresa Jones  
Cath O'Leary

**Buildings & Development Team:** Chris Williams  
Steve Roberts

**Administration:** Fran Coldicutt, Office Manager  
Michelle Underwood, Buildings Administrative Officer  
Rosa Dover, Administrative Assistant

**Contact Details:** **Tel:** 0151 522 1071  
**Fax:** 0151 522 1082  
**E-mail:** aes@rcaol.co.uk

**Main Areas of Responsibility:** **Frank Cogley**  
Strategic Overview/Personnel Issues

**Alan Bell**  
Knowsley, Liverpool, Sefton, & St Helens Secondary Schools/14-19 Area Reviews/Secondary Residentials.

**Tony Charnock**  
Wigan Primary/Halton, Lancashire, Liverpool, Warrington & Wigan Secondary/Governor Training/Secondary Residentials

**Tony Ford**  
Knowsley, Liverpool & Warrington Primary/NQT (College Liaison)/Primary Residentials

**Madeleine Haines**  
Liverpool Primary/Fast Track

**Teresa Jones**  
Lancashire, Liverpool & St Helens Primary/Lancashire Secondary/NCSL Links/, North West Dioceses CPD

**Cath O'Leary**  
Halton/Sefton Primary/Governor Training Support/Workforce Re-modelling

**Chris Williams**  
Buildings Issues

**Steve Roberts**  
Buildings Issues