



Department for Schools and Colleges



Annual Report – 2005/06

The Department was established by Bishop Declan in 2002 to support all those with responsibilities relating to Catholic school/college provision in the Diocese. The Department is staffed by the equivalent of four full-time post holders:

Co-Directors - Peter Bradshaw and David Byrne (on a job-share basis)
Primary Adviser - Trisha Antolik, Secondary Adviser - Ann Fowler
Administrator and Secretary - Jenny Fitzgerald

The Team reports regularly to the Diocesan Committee for Schools and Colleges, made up of representatives of all stakeholders, and the Co-Directors are responsible to the Trustees and the Bishop.

Vision Statement And Aims

To work collaboratively with others to develop, promote and support the provision of high quality 4–19 Catholic education throughout the Diocese

by

1. Endeavouring to ensure the Catholic character of Institutions and advising and supporting Schools/Colleges in carrying out their mission.
2. Guiding schools in developing curriculum policies and practice reflecting their Catholic character with particular reference to RE and Spirituality.
3. Advising and Acting for the Bishop and Trustees on all matters concerning Catholic Schools/Colleges and ensuring that statutory functions relating to them are properly met.
4. Supporting the Trustees in providing the buildings for Catholic Schools/Colleges, and governing bodies concerning the maintenance of buildings.
5. Providing information and advice to the Catholic community on the provision of Catholic education and access to it.
6. Liaising with the wider community in the interests of education, evangelisation and the common good.

There are 75 Catholic schools in the Diocese educating 22,500 pupils during 2005-06, a 1% increase on the previous year. The year saw further development of the range and volume of the work undertaken by the Department. The staff of the Department were determined, once again, to deliver the service standards which underpin the Service Level Agreement, and details of our activities are summarised below. In addition the Department identified five development priorities for the year. What follows provides a summary of what was achieved.

Services to Schools

- **Service Level Agreement visits** - Most schools took advantage of these but a few primary schools requested that theirs be carried forward and some secondary schools did not take up their full allocation.
- **Support for serving headteachers*** – Programme of visits to schools to support heads maintained. Adviser visits all primary schools yearly have proved difficult to achieve. It is therefore proposed that, with the agreement of the headteacher, these Co-Director visits can fulfil service level agreement commitments.
- **Independent Schools** - Greater take up of the services provided by the Department, and additional sub-committee of the Committee for Schools and Colleges established for independent schools.
- **Religious Education** - Training on various aspects of RE teaching, including assessment for learning. Many schools have been developing the use of ICT to enhance learning. The Department is investing in an interactive whiteboard to ensure that we can provide appropriate training in this area
- **Diocesan Certificate for Primary Education** - Increased numbers attended (including more Church of England colleagues). Equivalent secondary course is planned.
- **Spiritual development of pupils and staff** - More schools holding one day retreats for pupils and/or staff; some involving Department advisers. Day retreat for Headteachers organised by the Department well attended & received. Advent and Lent reflections led by advisers well supported. Lent and Advent Reflection Twilights planned in each of the cluster areas during 2006/07.
- **Inspection** – New inspection arrangements introduced successfully. Three Diocesan schools judged outstanding by Ofsted this year, none currently in special measures and only one in the 'room for improvement' category. The new arrangements for the inspection of the Catholic character and Religious Education of a school had relatively few teething problems thanks largely to the dedication of the new inspection team recruited and trained by the Department and the commitment of schools to the self evaluation process. Pre & post inspection support provided.



Summary of Departmental Activity 2005/06

Visits to individual schools			Sessions devoted to other activities		
	2004/05	2005/06		2004/05	2005/06
Management matters & school events	126	85	Delivery of courses/training	64	84
Support/Advice for governing body	57	33	Diocesan meetings and links with C of E	133	105
Reserved post appointments	59	80	Meetings with LAs, LSCs, etc	103	88
Religious Education support & guidance	46	60	Regional & national meetings & conferences	81	72
Chaplaincy support & advice	16	21			
Inspection related	43	35			
Buildings & capital projects	29	38			
Leading in-house staff development	21	26			
TOTAL	397	378	TOTAL	381	349
PLUS telephone helpline, preparation & follow-up, & administration undertaken at Alexander House					

- **Chaplaincy** – Support provided for those engaged in **Chaplaincy** work, whose work and dedication is a strength of our Diocese. Pay and conditions for lay Chaplains remains an issue; there is no national framework which means a wide disparity between schools. Greater recognition needed of the importance of lay chaplaincy and progress towards an appropriate salary and career structure.

Services to Governing Bodies

- **Recruitment of headteachers*** - Four or five days input provided to support each governing body with a headship vacancy. 11 vacancies filled, leaving only two schools with acting head arrangements. To increase the range of applicants the Department used parish newsletters to encourage Catholic teachers to register on a Department database. Over 70, many teaching in community and foundation schools, replied and a newsletter was sent out to all. Opportunities available in Diocesan schools explained at a Saturday morning 'get-together' at Alexander House during which the mission of the Catholic teacher, whether carried out in a Catholic or a community school, was also celebrated. Regional training course for aspirant Catholic heads & deputy heads' seminar organised. Database of those with, or working towards, the National Professional Qualification for Headteachers (NPQH) being assembled.
- **Support for serving headteachers*** – Advice provided to governors on discharging their duty of care to their Headteacher.
- **Communication with governing bodies*** Electronic database of Chairs and Clerks established and is regularly used. Concern that information shared with Clerks and Chairs, particularly regarding training opportunities, is not reaching all the governors of our schools and colleges. Well-attended meeting with Chairs of Governors held prior to the Annual Mass for school/college governors and staff celebrated by Bishop Declan. 6 Diocesan governor training evenings provided, plus support for individual.



Summary of Department Budget 2005

CORE SERVICES		ADDITIONAL SERVICES	
<i>Expenditure</i>		<i>Expenditure</i>	
<i>Item</i>	£	<i>Item</i>	£
Salaries and Expenses	194,796	Course/Conference costs	12,328
Conference & Course Fees, Staff Development	2,040	Additional Catering	218
Levy to Catholic Education Service	19,745	Sundries	517
Professional Subscriptions and Legal/Consultants fees	858	Total	13,063
Telephones	1,944	Income	
Stationery & Printing	1,825	Course/Conference income	17,923
Computer Hard/Software & maintenance	1,187	Total	17,923
Hospitality	630	Balance	4,860
Seminar/Conference/Courses costs	16,769		
School Admissions Appeals	369		
Inspections of schools' Catholic character & Religious Education	900		
Furniture/equipment & Other Expenses	587		
Total	241,650		
Income		SUMMARY	
Schools' subscription for Core Services	64,701	Income from Schools	(37%) 95,129
Seminar/Conference/Course Charges	12,190	Income from Diocesan sources	(63%) 164,444
Other (inc Education Sunday collection)	16,429	Total Department expenditure	254,713
Total	93,320	Balance to re-invest in the Department	4,860

capital works to £250,000 for 2005/06, although it is unlikely that this level can be sustained in future years.

- **Education in the liturgical calendar*** – Excellent attendance at the mass for all those who work in Catholic Education. Uplifting secondary schools' mass. Schools more involved in preparations for primary school leavers' mass but, due to the growth in the number attending the mass, not all schools were able to attend this year – a great disappointment to those affected. Many schools/colleges linked with their local parish for an activity to mark Education Sunday.
- **Youth** – Although not part of its brief, the Department has contributed to youth work beyond that associated with schools. World Youth Day trip to Cologne went extremely well.



Liaison with others

- **National** - The implications for Catholic schools of the Every Child Matters agenda and new education legislation have been the focus of much discussion, to which the Department has contributed. There has been slow progress in the development of new levels of assessment for Religious Education. The funding for sixth form general RE has caused concern.
- **Local** – Positive relations maintained with most local authorities and with Church of England colleagues. Difficulties with Bath & North East Somerset concerning the development of St John's in Bath finally resolved, but withdrawal of denominational transport support threatened here and elsewhere. Joint secondary school in Cheltenham approved to open in 2007.



Conclusion

It remains a privilege to work with the headteachers, RE specialists and other staff, priests and lay chaplains who continually offer such dedicated service and support for Catholic schools and colleges. Department staff are hard pressed to deliver all that is expected of them, and have little time for personal renewal and professional development, but we all value the support we receive for our work from schools, parishes, and the Diocesan community and the expressions of appreciation that are often conveyed to us.

DEPARTMENT PRIORITIES FOR 2006/7

Following discussions with colleagues in schools and colleges, in the Committee for Schools & Colleges and in its Sub-Committees the Department has identified the following priorities for the forthcoming year:

- Maintaining Service Level Agreement delivery standards
- Developing further and accrediting the Diocesan Certificate for Catholic Primary Education and establishing a Diocesan Certificate for Catholic Secondary Education.
- Fast Tracking and nurturing of future school leaders
- Promoting pastoral and spiritual mentoring/coaching for school leaders in the Catholic sector.
- Establishing a group of Associates to work with the substantive members of the Department in order to provide a wider range of services to schools
- Supporting governance in Catholic Schools by continuing to improve communications and by increasing participation in Diocesan training
- Developing further the principle of Chaplaincy within our Catholic schools through promoting links between schools, families and parish life.

Photographs: Secondary Schools' Mass, Clifton Cathedral; St Nicholas of Tolentino, Bristol; Prior Park, Bath; Headteachers' retreat, Ammerdown; Members of the Diocesan Committee for Schools & Colleges, Alexander House; Headteachers' Conference, Bath. By Peter Bradshaw

** Identified as a 2005/06 Department priority*