

# **LDBS Core Partnership Service: Secondary Schools**



**April 2018 - March 2019**

# LDBS Core Partnership Service Schools

Our mission is 'To work with you in providing high quality education inspired by Christian values and faith.'

We promote at all times the Church of England foundation and Christian ethos of each school.

Our core partnership allows us to provide a high quality service to our family of schools and represents excellent value for money.

## **At the LDBS we are there for you.**

Our subsidised rates allow us to be responsive to the needs of individual schools and to support schools facing difficulties. We often provide additional help and advice at no extra cost to support those in need. Over time this assistance is provided equitably. Subscription fees from schools cover approximately one-third of the true expenditure. The remaining two-thirds of expenditure is covered by a grant from the Diocese and income from the Uniform Schools Trust (LDBS is sole trustee). This year we have included additional support provided by Grow Education Partners (our traded company) to assist you in determining the best support option for your school.

We look forward to working with you again this year.



**Inigo Woolf, Chief Executive of the LDBS**

## **The LDBS**

- Works closely with the DfE, Regional Schools Commissioners and other Dioceses in order to represent the family of CE schools across London
- Fosters partnerships with LAs in the Diocese to facilitate the sharing of good practice and support
- Nominates members to all LA Education Scrutiny Committees and other statutory bodies to represent the interests of CE schools
- Promotes RE in all schools through direct involvement with the Standing Advisory Council for RE and Agreed Syllabus Conferences for each LA in the Diocese

Subscription fees for the core service 2018-2019 schools are:

- £10.80 per pupil per year up to the first 500 pupils (fte) on roll and £6.48 per pupil per year thereafter (as detailed on the Census Form)
- Schools can pay annually or in three equal installments at the beginning of each term
- Schools paying in full for the whole year by the end of May will receive 1% discount

## **LDBS Complaints Procedure**

In the event of schools being dissatisfied with any part of the service, a written complaint should be sent to the Chief Executive, Inigo Woolf. The Chief Executive will arrange for a senior officer of the Board to investigate and respond. If unresolved, a further level of arbitration will be established involving appropriate members of the Board.

# LDBS Core support for your school

**Each school in the LDBS has a named adviser, all of whom have been successful Headteachers in London schools.**

**Under the Core Partnership schools will receive:**

## **Adviser support**

- Four half day school leadership visits from LDBS advisers per financial year
- Three full days of support focusing on RE, collective worship and chaplaincy
- Attendance at Ofsted or HMI feedback meetings following inspection wherever possible
- Advice and support for senior leadership recruitment i.e. Headteacher, Head of School and Deputy Headteacher positions, including attendance at interviews
- New Headteacher induction to the LDBS and Church school leadership.
- Telephone and email advice

This support can cover

- Preparation for SIAMS inspections
- Self-evaluation
- School improvement planning
- Assessment
- Staffing structures
- Middle and senior leadership
- Chaplaincy
- Confidential personal and pastoral support
- Provision of Headteacher and Deputy Headteacher mentors (in liaison with the LA)
- Deanery school support
- Advice on staff.
- Governor, LA and Church relationships
- Safeguarding

## **Central support for SIAMS Inspections**

- Co-ordination and quality assurance of SIAMS (Section 48) inspections

## **Central support for RE, Collective Worship, chaplaincy and SMSC**

- Access to associated LDBS guidelines, policies and resources.
- Centrally held meetings for RE subject leaders and chaplains

## **Finance, Premises and Insurance (for Voluntary Aided Schools only)**

- Oversight of repairs and improvements to school buildings
- Research into archival material relating to trust deeds, sites and premises matters
- Insurance Cover: LDBS has block policies available for schools, including insurance for premises, contents and people (additional costs apply)

## **Regular communications**

- A copy of all LDBS publications and bulletins / password protected access to website
- Regular information bulletins via email for Headteachers/Principals, Chairs and clerks

## **Central co-ordination of leadership networks**

- Termly meetings for Headteachers/Principles, Deputy/Assistant Headteachers and Vice/Assistant Principles, Heads 6th Form, SENDCOs

## **Central support for admissions, exclusions and parental complaints**

## **Guidance and policies on a range of aspects (see our website for details)**

# Human Resources and Legal Services

LDBS Core Partnership HR and Legal support can be supplemented by packages from Grow Education Partners. These are listed below for your convenience.

Provider	Outline of service	Cost
LDBS Core Service	<ul style="list-style-type: none"> <li>• Telephone and email advice available 5 days a week</li> <li>• Access to LDBS policies and updates</li> </ul>	<b>Free with LDBS Core Partnership Service</b>
Grow Education	<p><b>Silver Package</b></p> <ul style="list-style-type: none"> <li>• Unlimited support on the management of grievance, disciplinary, capability, sickness absence, parental complaints and any other related issues by telephone, email and in person.</li> <li>• Support on employment law and good practice guidance.</li> <li>• Help to establish effective working relationships with trade unions.</li> <li>• Advice and support on handling parental complaints.</li> <li>• Advice and guidance on TUPE in relation to outsourcing services and academisation.</li> <li>• Coaching and advice on the application of policies.</li> <li>• Attendance by a member of the HR support team at Governors' HR hearings, including pay appeals.</li> <li>• Advice on managing organisational change.</li> <li>• Support and advice on the negotiation of settlement agreements.</li> <li>• Advice on performance management.</li> <li>• Advice on contracts of employment, staffing structures and job descriptions; complaints, Employment Tribunals and insurance matters.</li> <li>• Mediation between members of staff, parents and your school.</li> <li>• Occupational health pay-as-you-go services through one of our partnerships.</li> <li>• DBS checking service and counter-signatory service (additional charges apply)</li> <li>• Payroll services through our partnership with Strictly Education.</li> </ul>	Price from 1st April 2018: £60 for each employee of the school at that date.
	<p><b>Gold Package</b></p> <p>All of the above plus:</p> <ul style="list-style-type: none"> <li>• Drafting of contracts and variations on behalf of your school</li> <li>• Audit of files, single central records and administration systems within your school</li> <li>• On-site training in contracts and administration at your school.</li> <li>• Preparation of documentation and packs for HR hearings.</li> </ul>	Price from 1st April 2018: £70 for each employee of the school at that date.

# Governor Support and Training

LDBS Core Partnership governor support and training can be supplemented with a range of options from Grow Education Partners. These are listed below for your convenience.

Provider	Outline of service	Cost
LDBS Core Service	<ul style="list-style-type: none"> <li>• Centrally held governor training on a range of aspects</li> <li>• One in-school governor training session each year</li> <li>• Telephone access and advice relating to the areas specified in the core agreement</li> <li>• Support with the recruitment of a Headteacher /Principal from your LDBS adviser, including attendance at shortlisting and interviews.</li> <li>• Support for governors' disciplinary, capability or grievance hearings</li> <li>• Access to additional specialist legal advice (schools will be charged separately by the solicitor)</li> <li>• Headteacher/governor relationships</li> <li>• Public notices</li> <li>• OFSTED advice</li> <li>• Induction and professional support for new Chairs and clerks on request</li> <li>• Password access to online publications</li> <li>• Advice on legal matters including: the responsibilities of Headteachers and governors; constitution and membership of governing bodies and terms of reference for committees</li> <li>• Support on the recruitment of LDBS Governors</li> </ul>	<b>Free with LDBS Core Partnership Service</b>
Grow Education	<p><b>Full external Governing Board review</b></p> <p>We follow the NCTL (National College for Teaching and Leadership) process for external reviews which examines governance in relation to the 3 core functions of:</p> <ul style="list-style-type: none"> <li>• Ensuring clarity of vision, ethos and strategic direction</li> <li>• Holding the Headteacher to account for the performance of the school and its pupils</li> <li>• Overseeing financial performance and making sure money is well spent with a fourth indicator of effective governance practice.</li> </ul>	This is likely to take 2.5 days
	<p><b>Bespoke review/ supported self-evaluation</b></p> <p>It is also possible to arrange a more tailored approach which involves some of the elements outlined above or supports the board in a self-evaluation exercise</p>	The length of this review can be agreed with the consultant
	<p><b>Additional in-school training sessions</b></p> <p>We can provide training for governors in their school setting in addition to their Core offer.</p>	These are generally up to 2 hours

## Teacher Recruitment

We offer a range of services to support you in your recruitment of staff. We provide a talent pool for class teachers, from newly qualified teachers to those who are more experienced (see below)

Provider	Outline of service	Cost
LDBS Core Service	<ul style="list-style-type: none"> <li>Marketing and profile raising of the LDBS family of schools within educational and church communities including representation at recruitment fairs</li> <li>Access to candidates from the talent pool - a finder's fee will be charged if a candidate from the pool is appointed (see below)</li> <li>Advice on QTS for overseas trained teachers</li> <li>Advice on sponsorships for non-EU teachers</li> </ul>	<b>Free with LDBS Core Partnership Service</b>
	Finder's fee from the talent pool—per teacher	£400
	Advertising vacancies on the LDBS website	£300
Grow Education	Application for sponsorship for non—EU teachers	£300 plus additional Home Office costs
	Finder's service (if not subscribing to Core Service)	£1000
	Advertising service (if not subscribing to Core Service)	£1000

## GDPR

This year we are pleased to be able to provide schools with support on the new GDPR legislation.

Provider	Offer	Cost
LDBS Core Service	<ul style="list-style-type: none"> <li>Unlimited telephone and email advice on data protection issues</li> <li>Access to data protection policies and documents</li> </ul>	<b>Free with LDBS Core Partnership Service</b>
Grow Education	<ul style="list-style-type: none"> <li>All of the Core offer plus</li> <li>A designated Data Protection Officer who will be the named point of contact for the ICO and data subjects.</li> <li>3 half day visits a year (1 per term) related to compliance monitoring and data security.</li> <li>1 half day visit for a governor visit or training session.</li> <li>Attendance at training sessions</li> <li>Policy reviews</li> <li>Lead on Data Protection Impact Assessments</li> <li>Lead on breach management issues</li> </ul>	£1000.00 (Cost to Core and HR package holders <b>£900</b> )  Additional support can be arranged to supplement this for an additional cost.



Grow Education is a subsidiary company of the LDBS. We continue to 'grow' each year as more schools come to us to support them in their school improvement journey.

We are a team of Headteachers, outstanding practitioners, independent consultants and Ofsted inspectors.

We know it is the quality of the people with whom you work in partnership that makes a difference. Headteachers and governors this year have highlighted the quality of our support and the ability to be flexible as particular strengths.

We aim to ensure that our tailored and personal leadership support continues to be responsive to the needs of your school so as to help your school to move forward.

We can support you in a number of ways, by working with you personally or by brokering targeted support in:

- Developing school self-evaluation
- Safeguarding reviews
- Action planning for School Improvement
- Coaching and mentoring of staff
- Building capacity and developing the role of the middle leader
- Supporting in your preparation for Ofsted inspections
- Arranging joint visits to other schools to observe excellent practice
- Providing subject leader support/subject specific support e.g. SLE/Consultant Leading Teacher
- Providing class teacher support
- Arranging Headteacher Performance Management (1 day)
- Reviewing teaching, learning and leadership
- Arranging or carrying out Governance reviews

We look forward to working in partnership with you again this year.

A handwritten signature in dark blue ink that reads 'Helen Ridding'.

Helen Ridding  
Director

Grow Education Partners

[www.grow-education.org](http://www.grow-education.org)

020 7932 1175 (Jack Cracknell)

[grow@london.anglican.org](mailto:grow@london.anglican.org)



## LDBS Core Partnership Service

# Making a Difference

Please contact us if you require any further assistance.

**Contact Us:**

London Diocesan House  
36 Causton Street  
London SW1P 4AU

Tel: 020 7932 1159  
Fax: 020 7932 1111  
[www.ldbs.co.uk](http://www.ldbs.co.uk)

**Chief Executive:** Inigo Woolf