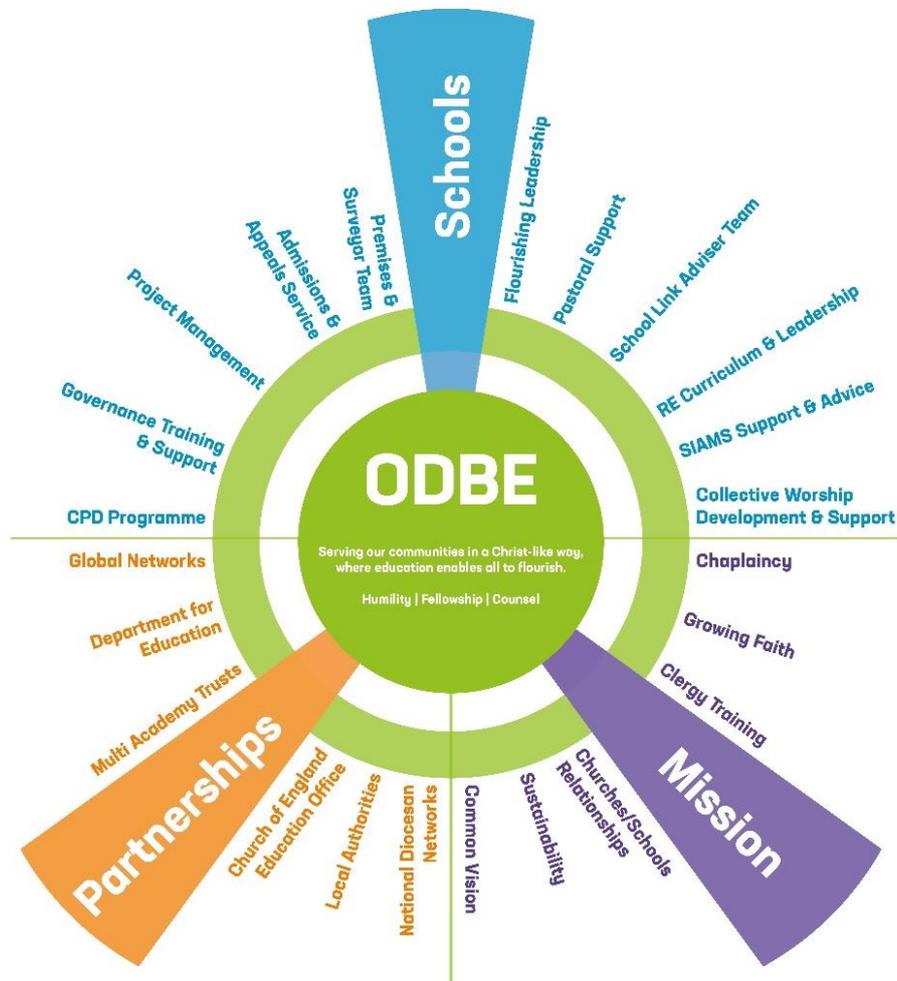




# ODBE

Oxford Diocesan  
Board of Education



## ODBE Services for Schools

Your Service Level Agreement

2022-2025

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***Serving our communities in a Christ-like way  
where education enables all to flourish***

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The Oxford Diocesan Board of Education vision for education is founded on flourishing. We aim to walk alongside you as you develop your school's effectiveness and live out your vision of service to families, staff and community.

# Welcome to our services for schools

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The Oxford Diocesan Board of Education (ODBE) is home to 284 schools across 9 local authorities and a growing number of Multi Academy Trusts (MATs). As a non-maintaining authority, we are uniquely placed to walk alongside school leaders, supporting them in their work which enables their schools and communities to flourish. Working with such a large family of schools founded on the Christian principles of service and generosity, we seek to embody ODBE's values of humility, fellowship and service.

Signing up to our Services for Schools gives access to a professional team with a wealth of experience and expertise across a wide range of areas including (but not limited to) vision, spirituality, admissions, land and buildings, leadership, church/school relationships, governance and wellbeing. This helps schools to develop and enhance their effectiveness as Church of England Schools. Our SIAMS pathway will support work leading up to, between and following inspection – ensuring you can truly flourish as a church school.

Our adviser team (see p10) work with school leaders to agree priorities for work each year and map out plans for support. There is always access to a listening ear and pastoral care from a team who highly value the work of all our schools and want our leaders to flourish alongside their communities.

“ I cannot thank you enough for your support over the years – particularly through some very challenging times. ”

Headteacher

Each year our Development, Training and Support (DTS) offer provides opportunities to join with others across the Diocese to learn together with a range of continuing professional development. There is typically a wealth of networks, workshops, courses and briefings – both remote and face to face – offered at a significant discount to those who have signed up to Services for Schools. **New this year: our Governance+ option which entitles all of your governors to attend any of our governor training for the whole year.** Governors also have access to support from our dedicated governance and admissions adviser.

Signing up also entitles schools to full access to our website including password protected resources such as our RE scheme of work.

Services for Schools will also help schools to ensure readiness for SIAMS. The inspection evaluates how schools work in partnership and engage with key stakeholders, including the Diocese. During the inspection there is a conversation with a Diocesan representative (usually your named adviser). This is part of the evidence base towards the overall judgment. SIAMS also places emphasis on ongoing CPD for leaders and staff in Church schools. Professional development is explicitly referenced with regard to leaders' role in evaluation and development at a strategic level, and for those who co-ordinate and contribute to RE and worship.

Signing up to Services for Schools will ensure that your school has full access to all of this support. The vast majority of our schools (over 96%) use this service and, through this, have built a beneficial, supportive and productive relationship with the Diocese built on trust. Schools not in Services for Schools will have contact with our team but the services detailed in this document would need to be charged at cost.

# Wellbeing

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Wellbeing and pastoral support are a key priority for our work with schools and particularly with school leaders as they respond to the challenges of their role.

The Diocesan Schools Advisers provide pastoral support and a listening ear for school staff. All previous or serving headteachers, the School Adviser team understand the pressures of school leadership and are able to empathise and support – simply contact the school’s named adviser by phone or email and they will respond as soon as possible.

The well-established Performance, Resilience and Support Programme (PRS) provides high-quality continuing professional development opportunities which promote wellbeing and pastoral support. One of most popular programmes, PRS is highly regarded by those who take part with some heads now in their ninth year.

We have a dedicated chaplaincy adviser who can support the development of chaplaincy in your setting or local area. Our Space Maker resource and training is another potentially powerful way of supporting wellbeing and the development of spirituality in school.

We also have specific resources and assistance for bereavement in school and offer an accredited mediation service.

This is all complemented by the Headteacher Networks and HeadSpace conferences. Other opportunities to promote wellbeing are found in headteacher induction, headteacher appraisal and our annual service for heads and governors.



# Services for VC Primary Schools

In addition to an initial visit toward the start of the school year, schools are entitled to two credits per year – each credit equates to half a day of adviser time (to include preparation or follow-up).

These can be used for contact and visits by any member of the adviser team. The nature and focus of these visits will be determined with the headteacher at the initial meeting. Where a number of schools have shared priorities, it is often possible to organise shared support or training which supports networking and sharing of good practice.

**Support can be focused on any of the following areas and can take place virtually, in school or with a group of schools:**

## Leadership Support

- Support for SLT interviews (Deputy/Assistant HT)
- Training for SLT members on Church of England school effectiveness and Christian vision development
- Training for SLT on SIAMS process and preparation

## Governance Support

- Access to support from our dedicated governance and admissions adviser
- Preparing for SIAMS as a governor
- Effective monitoring of a Church of England school
- Bespoke support for the needs of the governing board

## SIAMS Pathway (targeted support throughout the cycle of SIAMS inspections)

- Advice on SIAMS Inspection requirements
- SIAMS reflection school visit between inspections
- Liaison with the Church of England Education Office in administering the inspection process

## RE Support

- RE curriculum work with RE leader
- 1:1 support for RE leader
- RE lesson observations and work scrutiny
- RE focused staff meetings

## Collective Worship

- Support to develop a whole school understanding of good collective worship
- Support for those leading collective worship in school
- Developing collective worship to express the school's Christian vision
- Support to evaluate collective worship

## Staff Meetings and INSET – we can lead training in

- SIAMS
- Collective worship
- Religious Education
- Spirituality
- Church schools in modern Britain
- Vision and values

## Land and Trust Issues

- Provide advice to headteachers and governors on trust and property issues, including use by third parties
- Liaison with site trustees concerning all legal agreements including academy conversions
- Providing the necessary advice and consents for building projects as required under the DBE Measure

## Core Services

£5.50 per pupil

Subject to a minimum charge of £575p.a. per school and a maximum of £980p.a.

## Governance+ Package

Sign up to Core Services and for an additional payment of £200 you will have unlimited access to our annual DTS governor training

# Services for VA Primary Schools & all Primary Academies

In addition to the offer for VC maintained schools, VA schools and all primary academies receive access to the following services as part of their Services for Schools package.

## Buildings & Premises

- Buildings advice, including visits, on maintaining, adapting and developing existing buildings
- Provide templates and advice to headteachers and governors on the preparation of school premises plans
- Provide advice on the sources of funding available for building projects
- Advise headteachers and governors on the latest DfE building guidelines and school premises regulations
- Assist, where appropriate, headteachers and governors in liaising with professional building consultants on school sponsored projects
- Provide a professional view on projects proposed/developed by the relevant local authority and provide project management on a case by case basis, which may incur and additional charge.
- Provide advice on appropriate consultants and contractors

## Land and Trust Issues

- Provide advice to headteachers and governors on trust and property issues, including use by third parties
- Liaison with site trustees concerning all legal agreements including academy conversions

- New buildings projects – from inception to bid preparation, funding discussions and project management
- Providing the necessary advice and consents for building projects as required under the DBE Measure

## Admissions

- Formally review and advise on governing boards' admission policies
- Provide advice and support to governing bodies and headteachers on admissions
- Maintain an overview for VA schools and academies on LA admission forums, school place planning forums and other relevant bodies
- Responding to the Schools' Adjudicator

## Appeals

- Provide advice and support to governors and headteachers on admission appeals
- Provide updates on the law relating to appeals
- Guidance, sample documentation and templates
- Regular reminders to ensure admission authorities are within the time frames given in the Codes
- Respond to the Local Government Ombudsman and Education Funding Agency

## Core Services

£6.95 per pupil

Subject to a minimum charge of £650p.a. per school and a maximum of £1800p.a.

## Governance+ Package

Sign up to Core Services and for an additional payment of £300 you will have unlimited access to our annual DTS governor training and admissions programmes including specialist advice as necessary for buildings, land and trust issues

# Services for Secondary Schools & Secondary Academies

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Secondary schools and Academies who buy in are entitled to four credits per year– each credit equates to half a day of adviser time (to include preparation or follow-up). These can be used for visits by their named Diocesan Adviser or other members of the team. The nature and focus of these visits will be determined with the headteacher at the start of each academic year to tie in with the School Development Plan and current priorities.

All secondary schools and academies are invited to be members of the DASH – Diocesan Association of Secondary Heads. Schools in S4S also have access to significantly subsidised training and CPD and full access to our website resources.

The offer to secondary schools is built on schools' needs in the following areas:

## Leadership Support and Development

- Support for SLT interviews (Deputy/Assistant HT)
- Training for SLT members on Church of England school effectiveness and Christian vision development
- Training for SLT on SIAMS process and preparation

## Governance Support and Development

- Access to support from our dedicated governance and admissions adviser
- Effective monitoring of a Church of England school and preparation for SIAMS
- Bespoke support for the needs of the governing board

## SIAMS Pathway (targeted support throughout the cycle of SIAMS inspections)

- Advice on SIAMS Inspection requirements
- SIAMS reflection school visit between inspections
- Liaison with the Church of England Education Office for the inspection process

## RE Support

- RE curriculum work or other 1:1 support for RE leader
- RE lesson observations, work scrutiny and staff meetings

## Collective Worship

- Support to develop a whole school understanding of good collective worship
- Support for those leading collective worship in school

## Land and Trust Issues

- Advice for headteachers and governors on trust and property issues, including use by third parties
- Liaison with site trustees concerning all legal agreements including academy conversions
- Providing the necessary advice and consents for building projects as required under the DBE Measure

## Core Services

£2,500 per school

## Governance+ Package

Sign up to Core Services and for an additional payment of £300 you will have unlimited access to our annual DTS governor training and admissions programmes

# Development, Training and Support (DTS)

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Our DTS offer includes a wider variety of development and training packages and networks to enhance your work as a highly effective Church of England School. All training courses and networks are heavily subsidised for schools who have purchased our Services for Schools.

The programme is grouped into three areas:

- DTS for schools – CPD to support work in schools, including a focus on RE and SIAMS
- DTS Leadership – for serving headteachers and aspirant leaders at all levels
- DTS Governance – focused on effective governance of Church of England schools including key aspects such as recruitment, appraisal and admissions

“ Empowered to make a difference – thank you ”

SIAMS - the Process and Preparation

“ What a very inspiring and helpful meeting tonight. You have given me lots to think about with some very quick wins. ”

SIAMS – Vision to Action

## Governance+

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In addition to signing up for the Core package consider buying into **Governance+** and you will have unlimited access to our great DTS provision for governor training for all members of your board.



“ Everything was incredibly well explained. The facilitators were hugely knowledgeable. There were ample opportunities for questions/discussion. ”

Effective Governance

“ This was first rate both in terms of content and delivery. I enjoyed it and learned a lot. ”

Governor Induction

# Headteacher Appraisal Service

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The governing board has a duty to appoint an external adviser to advise and support in relation to the appraisal of the headteacher. An ODBE adviser will facilitate the process and offer professional guidance. Appraisal advice is an additional service which can be purchased.

**The appraisal meetings form a three stage process including the production of review documents by your adviser.**

## **Stage 1: Preparation**

## **Stage 2: Three separate meetings of approximately 1 hour each**

Headteacher and ODBE Adviser meeting

Panel and Adviser meeting

Review meeting with the review panel, headteacher and adviser chaired by a panel member

## **Stage 3: Appraisal Review Statement**



*“ It calls on a very particular sensitivity and skill to provide rigorous challenge underpinned by a foundation of personal support so the person clearly understands the need for improvement whilst knowing they are also being held upright. You provided this today and we will all benefit. ”*

## **Cost of the Service**

You can purchase this complete service for £675. This service is typically offered through remote meetings but face to face meetings may be arranged; a carbon offset charge will be made for face- to- face appraisal meetings.

# Additional Services

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Our additional services provide an opportunity for schools to benefit from ODBE advice in a range of ways. ODBE reviews and supported self - reviews always begin with a meeting to discuss how the school wishes to use the ODBE support, and the process Advisers will follow in order to match this closely to the school's needs and expectations. All additional services will conclude with a written report.

## Mediation Service

Successful, flourishing schools require strong working relationships between all stakeholders; these relationships are not always easy to maintain. We know that disagreements and disputes are bound to arise – most of the time these can be managed and resolved swiftly in school using the skills already existing your team.

Sometimes, however, you may need some support.

Mediation involves a neutral third party assisting those in dispute to resolve their difficulties and move toward a solution. Sometimes you may feel that this may be a helpful way of addressing a situation.

A number of ODBE advisers are qualified and accredited mediators having completed civil and commercial mediation training. We will endeavour to keep costs to a minimum. Please contact us to discuss your individual needs.

## Supported Self-Review of the Quality of Education

Working alongside the school's own leaders, we use evidence from visits to lessons, discussions with pupils; scrutiny of pupils' work and meetings with leaders and managers, including governors. Exploring and monitoring the quality of teaching and learning alongside leaders in this way provides an excellent opportunity for schools to scrutinise their own evidence for self-evaluation of provision. This review may support schools in preparation for inspection.

## Supported Self-Review of Leadership and Management

ODBE advisers will use the school's documentation, including the School Development Plan, leadership structure, meeting minutes and pupil progress information to work with leaders in evaluating their impact on pupil outcomes.

## RE Review

Using the Church of England Statement of Entitlement as the benchmark for high quality RE, the review will identify good practice and highlight areas for development. The day may include: scrutiny of work and planning, learning walks, lesson visits, and discussion with pupils and staff. We will consider the impact of CPD for all staff delivering RE and for leaders of RE, and the monitoring and evaluation of RE standards across the school. In the light of the current Ofsted Framework, we will also consider with leaders the contribution of RE to the wider curriculum.

## Worship Review

This review will explore how Collective Worship is an expression of the school's vision. It may include discussion with pupils, staff, clergy team and governors as part of an agreed programme of visits. The review can include attendance at several examples of collective worship and involve an audit of school documentation including relevant policies, evidence of monitoring and evaluation, the contribution of worship to spiritual development and the impact of worship in the school community.

## Cost

The services are charges at a daily rate of £625 per day (Primary) or £750 per day (Secondary), please discuss with your School Adviser any additional or bespoke work you wish to consider.

## ***Our school is not a church school – can we still buy in?***

Yes, you are welcome to buy in and we also offer a range of additional services within our menu of additional services. Please email Tracy Makin and she'll be happy to advise further.

## ***We are a very small school – can we jointly buy into Services for Schools with another school?***

Yes, federated small schools with one headteacher and one governing body can buy into the S4S jointly; however, they would obviously have to share the provision.

## ***Are nursery classes included in our number on role when calculating charges?***

Nursery children are calculated at 0.5 per pupil.

## ***Is this just for primary schools?***

Not at all, most secondary schools already buy into Services for Schools. We have a dedicated secondary school adviser to support them.

## ***Do we get access to a named person?***

Yes, not only will you have the support of a named adviser who will be your first port of call; you will also have access to other members of the team if you require a particular area of expertise.

## ***We are a Multi Academy Trust or federation. Can we buy individual services?***

Church schools within a MAT are expected to buy their Services for Schools package individually (although some MATs do purchase it for their schools); this will **then** enable MATs to buy any additional services or packages on top of this, as required. Federations can buy a package with credits shared across the group of schools; please contact us to discuss this.

## ***As this is a 3 year agreement, how and when will we be invoiced?***

Services for Schools are provided as a 3 year membership; the annual cost will be invoiced in April of each year.

## ***We are a VC school. Can we buy services for buildings and land issues?***

Of course, please contact us for more information.

## ***Do you provide support for our governing board?***

*Yes, this is a key part of our work. Schools can access training for governors at reduced costs – or subscribe to Governance+ which provides access to all our governor training. We also have a dedicated governor and admissions adviser who will be happy to advise.*

## ***Why is there a different charge for VA schools/Academies and VC schools?***

VA schools and academies are charged at a higher rate due to the additional services needed to cover their RE, employment, building, premises and land issues and the admissions and appeals service.

## ***Who should I contact for more information?***

Please contact Tracy Makin on 01865 208242 or email [tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org) and she will be delighted to help.

## Strategic Leadership Team (SLT)

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**Tony Wilson**  
Director  
[tony.wilson@oxford.anglican.org](mailto:tony.wilson@oxford.anglican.org)  
01865 208772  
07443 961382



**Ruth Bennie**  
Interim Deputy Director  
[ruth.bennie@oxford.anglican.org](mailto:ruth.bennie@oxford.anglican.org)  
07392 195495



**Gordon Joyner**  
Deputy Director  
[gordon.joyner@oxford.anglican.org](mailto:gordon.joyner@oxford.anglican.org)  
01865 208240  
07801 884401



**Penny Bingham**  
Executive Officer  
[penny.bingham@oxford.anglican.org](mailto:penny.bingham@oxford.anglican.org)  
01865 208237

## Diocesan Schools' Adviser Team

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**Toby Long**  
Leadership Lead  
[toby.long@oxford.anglican.org](mailto:toby.long@oxford.anglican.org)  
07443 236069



**Karen Metcalfe**  
[karen.metcalfe@oxford.anglican.org](mailto:karen.metcalfe@oxford.anglican.org)  
07392 195097



**Christine Price-Smith**  
Wellbeing Lead  
[christine.price-smith@oxford.anglican.org](mailto:christine.price-smith@oxford.anglican.org)  
07884 654742



**Marion Standing**  
[marion.standing@oxford.anglican.org](mailto:marion.standing@oxford.anglican.org)  
07801 884397



**Allyson Taylor**  
SIAMS Lead  
[allyson.taylor@oxford.anglican.org](mailto:allyson.taylor@oxford.anglican.org)  
07884 654740

## Specialist Adviser Team

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**Anne Andrews**  
RE Adviser  
[anne.andrews@oxford.anglican.org](mailto:anne.andrews@oxford.anglican.org)  
07884 655097



**Revd Charlie Kerr**  
Chaplaincy Adviser  
[charlie.kerr@oxford.anglican.org](mailto:charlie.kerr@oxford.anglican.org)  
07776 595046



**Katie Paxton**  
Governance & Admissions Adviser  
[katie.paxton@oxford.anglican.org](mailto:katie.paxton@oxford.anglican.org)  
07392 196016

## Premises Support Team

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**Tom Fry**  
Buildings Surveyor  
[tom.fry@oxford.anglican.org](mailto:tom.fry@oxford.anglican.org)  
01865 208259  
07392 319330



**Jane Maharry**  
Premises Officer  
[jane.maharry@oxford.anglican.org](mailto:jane.maharry@oxford.anglican.org)  
01865 208276  
07801 884323



**Howerd Wilkins**  
Surveyor  
[howerd.wilkins@oxford.anglican.org](mailto:howerd.wilkins@oxford.anglican.org)  
01865 208235  
07551 226931

## Administration Team

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**Donna Finlay**  
Training & Events Officer  
[donna.finlay@oxford.anglican.org](mailto:donna.finlay@oxford.anglican.org)  
01865 208272



**Tracy Makin**  
School Support Officer  
[tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org)  
01865 208242



Find Us: Church House Oxford, Langford Locks, Kidlington, Oxford OX5 1GF

Contact Us: 01865 208208