



# **ODBE Service Level Agreement**

2025 – 2028

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To serve our schools in a Christ-like way and for all to flourish  
*contemplative/ courageous/ compassionate/collaborative*

# Welcome to our Service Level Agreement

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 and trusts founded on the Christian principles of service and generosity, we seek to embody ODBE's values to be contemplative, compassionate, courageous and collaborative.

Signing up to our SLA gives access to a professional team with a wealth of experience and expertise across a wide range of areas including (but not limited to) Christian 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.

**Advisers** work with leaders to agree priorities for our work each year and to 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.

Our comprehensive and tailored **Training Programme** enables you to join with others across the Diocese to learn together with a range of continuing professional development opportunities. There is typically a wealth of courses, networks, workshops and briefings – both virtual and face-to-face, all offered at a significant discount to those in the SLA.

“*Leaders, at all levels, work closely with representatives of the diocese, benefitting from regular training and engagement.*”

Quote from a recent SIAMS report within the Diocese.

**New this year:** in addition to our **Governance+ Offer** option, which entitles all governors to attend any of our governor training for the whole year, we are now offering a **Training+ Offer** whereby school staff can access unlimited training. Governors also have access to support from our dedicated governance and admissions adviser and a wealth of materials on our website.

Signing up also entitles schools to full access to the website including password protected resources such as the **ODBE RE Scheme of Work**.

Our SLA will help schools prepare 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. This is part of the evidence base towards the overall judgment. SIAMS also places emphasis on ongoing CPD for school leaders, governors and staff in Church schools. Professional development is explicitly referenced regarding leaders' role in evaluation and development at a strategic level, and for those who co-ordinate and contribute to Religious Education (RE) and worship.

Signing up to our SLA will ensure that your school has full access to all this support. Most Church 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 the SLA will have contact with our team but the services detailed in this document would need to be charged at cost.

The annual cost for **Core Offers** within the SLA are calculated on the number of pupils on roll (NOR) at the October census of the current academic year. We reserve the right to amend the annual SLA invoice if the NOR should change.



Access SLA details and sign up here  
or email [tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org) if you need further information

# Services for VC Primary Schools

In addition to an initial visit toward the start of the school year, schools are entitled to the equivalent of two half-days 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 and advice for interviews of senior leadership team (SLT) roles
- Training for SLT members on Church school effectiveness, Christian vision development and SIAMS process and preparation
- Enhanced pastoral support – coaching and mentoring for SLT

## Governance Support

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

## SIAMS

- Expert advice on SIAMS Inspection requirements and a pre-SIAMS conversation
- Liaison with the National Society in administering the inspection process

## RE Support

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

## Church/School Relationships

- Access to support to develop partnerships with local churches and clergy

## Collective Worship

- Support to develop a whole school understanding of excellent collective worship
- Support for those leading inclusive, invitational and inspiring collective worship in school
- Developing collective worship to express the school's Christian vision
- Support to evaluate collective worship

## Lead Staff Meetings and INSET on:

- SIAMS readiness
- Collective worship and Spirituality
- Religious Education and worldviews
- Courageous advocacy
- Church schools in modern Britain
- Christian vision and associated values

## Land and Trust Issues

- Provide advice to leaders 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

## VC Core Offer: The annual cost is determined by pupil numbers

Number of pupils:	Charge
0 – 119	£655 p.a.
120 – 149	£850 p.a.
150 – 179	£1,000 p.a.
180+	£1,100 p.a.



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# 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
- Support with implementing the zero-carbon agenda and support for applications to Salix and other bodies
- 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 an 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

- 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

- Regular reminders to ensure admission authorities are within the time frames given in the Codes
- 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
- Respond to the Local Government Ombudsman and Education Funding Agency
- *NB there is an additional cost for the actual appeals through ODBE or local authority*

## VA Core Offer: The annual cost is determined by pupil numbers

Number of pupils:	Charge
0 – 119	£735 p.a.
120 – 149	£970 p.a.
150 – 239	£1,470 p.a.
240+	£2,000 p.a.



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# Services for Secondary Schools & Secondary Academies

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Secondary schools and academies within the SLA are entitled to the equivalent of four half-days per year of adviser time (to include preparation or follow-up). These can be used for visits by our dedicated secondary schools' 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 the SLA 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 senior leader interviews
- 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 and evaluation of a Church school and preparation for SIAMS
- Bespoke support for the needs of the governing board

## SIAMS (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 and teachers
- 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

## Secondary Core Offer

£2,750 per school



Access SLA details and sign up here

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# Training

ODBE offers a wide variety of development and training courses and networks to enhance your work as a highly effective Church school. All training courses and networks are heavily subsidised for schools who have purchased our SLA. Our training programme covers five key areas:

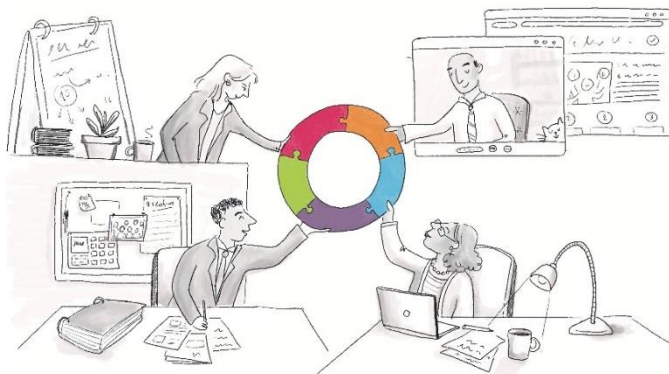
SIAMS

Governance

Leadership/Vision

RE

Collective Worship/Spirituality



## Training+ Offer

New from September 2025, this annual subscription gives you unlimited access to our training offer and entitles schools to send one participant on every ODBE course.

Signing up to **Training+** will give members of your school staff full access to SIAMS, Leadership/Vision, RE and Collective Worship/Spirituality for the academic year.

**Training+ costs £395 p.a.** and you can select this offer when signing up for your SLA or contact [tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org) for more details.

## Governance+ Offer

This offer aims to provide ongoing support to governors of Church schools across a range of key issues including: induction, appraisal, holding leaders to account, clerks training, monitoring and evaluate impact, HT recruitment, RE, collective worship, spirituality and SIAMS.

Signing up to our **Governance+ Offer** will give you unlimited access to our great provision for governor training for all members of your board.

**Governance+ costs £200 p.a.** and you can select this offer when signing up for your SLA or contact [tracy.makin@oxford.anglican.org](mailto:tracy.makin@oxford.anglican.org) for more details.

“Diocesan resources and training have richly infused the daily life of the school, both in times of worship and through the curriculum.”

Quote from a recent SIAMS report within the Diocese.



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# Headteacher Appraisal Service

The governing board has a duty to appoint an external adviser to advise and support in relation to the appraisal of the headteacher. We recommend that all governors who conduct the headteacher appraisal have received training before they engage in this vital part of the governance role. We offer appraisal governors access to ODBE's online training which is free when purchasing the Headteacher Appraisal Service. An experienced ODBE adviser will facilitate the process and offer professional guidance. We ensure that headteacher wellbeing and training needs are central to this process.

**The appraisal meetings form a three-stage process including the production of review documents by the ODBE Adviser.**

**Stage 1:** Preparation and documentation review

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

- Headteacher and ODBE adviser meeting
- Appraisal governors panel and adviser meeting
- Review meeting with the appraisal governor panel, headteacher and adviser, chaired by a panel member

**Stage 3:** Appraisal Review Statement

Our package includes governor run mid-term review and free online training for governors.



“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 face-to-face meetings, but remote meetings may be arranged on request.



# 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 school advisers provide pastoral support and a listening ear for school staff. All former 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.

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 a school community.

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 10<sup>th</sup> year.

PRS provides a confidential, safe and supportive space where school leaders can come together to share the successes and challenges of leadership in order to flourish both personally and professionally.

Please contact Chris Price-Smith for more information about PRS [christine.price-smith@oxford.anglican.org](mailto:christine.price-smith@oxford.anglican.org)

## Additional Services

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### Religious Education 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. In the light of the current SIAMS Framework, we will also consider with leaders the contribution of RE to the wider curriculum.

### Collective Worship Review

This review will explore how worship is an expression of the school's vision and enables pupils and adults to flourish spiritually. It may include discussion with pupils, staff, clergy team and governors as part of an agreed programme of visits. It will explore how the worship life of the school is inclusive, invitational and inspiring and is prepared for SIAMS.

### 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 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.

### Governance Review

This includes a comprehensive audit of all aspects of governance. Discussions with governors and staff, documentation reviews and audits will support the gathering of evidence and creation of an action plan for the board.

## Cost

The services are charged at a daily rate of **£675** per day (Primary) or **£800** per day (Secondary), please discuss with your school adviser any additional or bespoke work you wish to consider.

# FAQs

## *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 RE, employment, building, premises and land issues and the admissions and appeals service.

## *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 will be happy to advise further.

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

Yes, formally federated small schools with one headteacher and one governing body can buy into the SLA 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 SLA 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?*

The Service Level Agreement is provided as a 3-year membership; the annual cost will be invoiced in April of each year. The NOR is taken from the October census.

## *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.

## *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.



**SLA sign-up**

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

**Contact Us:** 01865 208242

**Website:** [www.odbe.org.uk](http://www.odbe.org.uk)