



DIOCESAN  
SCHOOLS  
SERVICE LEVEL  
AGREEMENT  
2016-2019

## Service Level Agreement 2016-2019

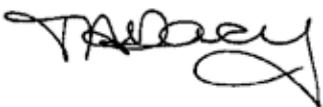
We are proud to introduce our revised service level agreement, which offers schools and academies the opportunity to access full support from our central team and purchase a range of services designed to meet your needs.

The Diocesan Board of Education (DBE) currently provides high quality school improvement support to over 300 schools and academies in the areas covered by the Oxford Diocese; Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes. Over the last 3 years we have expanded the team significantly in order to improve the quality and range of the services we are able to provide. Over 95% of Church schools in the Diocese now buy in our support and an increasing number of other schools also now seek our services.

Working at both National and Local Authority levels and with a huge network of schools to call upon, the DBE is exceptionally well placed to help schools face ongoing challenges, find solutions to problems and make the most of opportunities. The support set out in this Service Agreement is delivered by a dedicated team of experienced officers including school advisers with significant headship experience, many of whom are also OFSTED and/or SIAMS trained. The team also includes specialists in premises, admissions & appeals, Religious Education, governance and administration. We also now have a number of Associate Consultants who can work alongside us when necessary and appropriate to ensure schools receive the best possible service at all times.

Importantly and in recognition of the budget constraints on schools at this time, we have not increased prices at all for next year. The work of the team is heavily subsidised by the DBE and the wider Diocese, making it excellent value for money overall. Buying into this Service Agreement gives you immediate access to a wide range of resources and supports for every area of school life, leadership and learning from a team you can genuinely trust. You can opt for a simple core agreement or 'enhance' your package to allow for additional days support or specific work when you need it most.

We thank God for all you do and we wish you every blessing in your work to ensure the best possible education for all the pupils and families that we serve together in the name of Christ. Subscribing to our Service Agreement means we can be there for you when you need us. We look forward to serving as many of you as possible over the next 3 years.



Anne Davey, Director of Education  
Oxford Diocesan Board of Education



The Right Revd Alan Wilson,  
Bishop of Buckingham,  
Chairman of Oxford  
Diocesan Board of Education

# WHAT ARE CORE SERVICES?

Over the last 3 years 95% of schools have taken out at least Core Level support enabling us to develop our service offer greatly.

We hope that every school as a minimum will continue to be part of the Core Service Agreement. Set out below is a summary of the support and range of services available. Church schools that are part of this agreement will have had their cost subsidised by at least £500 to ensure equity across all schools.

The Core Service Level Agreement will allow all schools to access the following services:

## Oxford Diocesan Board of Education (ODBE) Adviser support for your school

- **Two half day** visits from named ODBE advisers per year for primary schools or **four half day** visits for secondary schools
- One visit over the three years, including mid-term reviews to ensure the school meets the statutory responsibilities for RE/Collective Worship
- Telephone and email access to advice from a named Link Adviser and wider Diocesan team

## School Improvement

- Support provided by a dedicated team of experienced officers including school advisers with significant headship experience, many of whom are also OFSTED and/or SIAMS trained

## Governor support

- Access to a comprehensive training programme including Excellence in Governance and the Right Programme
- Briefings on statutory changes relevant to trustees and governance
- Discounted rate for governor training and Religious Education Diocesan training programme
- Support for governors' disciplinary, capability or grievance hearings
- Telephone and email access to advice on the areas covered by this agreement

## Statutory issues and inspections

- Adviser input to OFSTED or HMI inspections and at feedback meetings
- Co-ordination and quality assurance over SIAMS inspections
- Notifications and guidance on statutory changes to land, property and buildings

## ODBE Communications

- Regular information bulletins and updates via email for Headteachers/Principals and governors chairs/clerks
- Briefing papers and updates on national policy changes and what they mean for your school
- Notification of ODBE special initiatives and opportunities

## Headteacher Appointments

- Attendance by ODBE adviser(s) at planning, shortlisting, interviews for Headteacher/Principal
- Guidance, sample documentation and templates
- Induction and succession planning

## Resources

- Guides and templates from recruitment to performance management documentation
- Copies of ODBE publications and bulletins, access to all web based resources

# Additional Core Services for VA Schools and Academies

## Buildings, premises and land

- New buildings scheme – from inception to bid preparation, funding discussions and project management. (Services to academies will reflect the different funding streams)
- Buildings advice, including visits, on adapting and developing existing buildings
- Provide templates and advise Headteachers/Governors on the preparation of school asset management plans
- Provide advice on the sources of funding available for building projects
- Advise Headteachers/governors on the latest DfE building guidelines and school premises regulations
- Assist, where appropriate, Headteachers/Governors in liaising with professional building consultants on school sponsored projects
- Provide advice on appropriate consultants and contractors
- Provide a professional view on projects proposed/developed by the local authorities
- Provide advice on trust and property issues, including use by third parties

## Admissions

- Formally review and advise on governing bodies' 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 School Adjudicator

## Appeals

- Provide advice and support to Governors/Headteachers on admission appeals
- Provide updates on the law relating to appeals
- Guidance, sample documentation and templates
- Send regular reminders to ensure admission authorities are adhering to the time frames given in the Codes
- Respond to the Local Government Ombudsman and Education Funding Agency
- Information bulletins and updates to changes in the Codes



# Charges for Core Services

## CORE SERVICES FOR VC SCHOOLS

**£4.75 per pupil**

Price Frozen 2016 - 2019

Subject to a minimum charge of £500 per school and a maximum of £900

## CORE SERVICES FOR VA SCHOOLS AND ACADEMIES

**£6.25 per pupil**

Price Frozen 2016 - 2019

Subject to a minimum charge of £500 per school & a maximum of £1,700 for primary & £2,150 for secondary schools

**Sign up for Core Services for 3 years and enhance this package annually as school needs demand. Further details can be found overleaf.**

**Your Service agreement charge will be invoiced in 3 annual instalments.**

For further information about all services please contact:  
**Tracy Richardson** on  
**01865 208242** or  
**sla@oxford.anglican.org**

## How are our Services Funded

Our core services for schools are subsidised significantly so that we can provide quality support for all schools at an extremely competitive price.

We recognise the need to provide value for money is especially important at a time when budgets are tight.

At the same time schools need to ensure they are working with organisations they can genuinely trust and who will provide a first class service.

The Diocese is well placed to provide this service given our special relationship with schools.

*"I looked around at several possible providers for the services we needed. The Diocese were far and above the best value for money"*

– Primary Headteacher

## ENHANCED SERVICE AGREEMENT

In addition to the core services the following enhanced support packages are offered at a discounted rate and will be tailored to your school's specific needs eg:

- Additional Adviser visits (school needs driven)
- Additional school improvement support
- One-to-one headship support (pastoral)
- Headteacher/Principal performance management
- Specific training eg Vision and Values in school for staff and/or governors
- Additional advice on RE
- Additional advice on Collective Worship
- Support in academisation
- Menu of Additional Services – See table below

COSTS	COST PER DAY £	COST £
<b>OPTION 1</b> 3 pre-booked visits including planning & follow up support	475	1,425
<b>OPTION 2</b> 6 pre-booked visits including planning & follow up support	450	2,700

## MENU OF ADDITIONAL SERVICES

This range of additional services is available to you as part of your enhanced SLA. However these services can also be purchased separately and tailored to your schools' needs. You may wish to plan with your adviser how best to use your SLA in order to maximise effectiveness and value.

Additional Services bought separately are available at a cost of £500 per day:

### Whole School Review using the OFSTED framework - All areas (Min 2 days)

Audit of school using OFSTED criteria by a team of OFSTED trained advisers appropriate to the size of the school. This Health Check will include the production of a short report. At least 1 day in school plus half a day preparation and the same for writing up the report. The health check will include feedback on Achievement, Behaviour & Safety, Teaching & Learning, Leadership & Management and Overall effectiveness.

### Health Check on Outcomes for Pupils (Achievement & Progress) (1 day)

Audit of data to include half day school visit to look at 'in-school' data as well as published data from sources such as DfE and RaiseonLine (RoL).

### Personal Development Behaviour and Welfare Health Check (Min 1 day)

Audit of school documentation and records plus 1 day school visit and includes a brief report.

### Teaching, Learning and Assessment Health Check (2 days)

Audit of school documentation including pupils' work. Discussion with pupils and some key staff as part of 1 day school visit. At least 4 part lessons will be observed and includes a brief report.

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### Leadership & Management Health Check (2 Days)

Audit of school documentation. Discussion with pupils, key staff and governors as part of 1 day school visit. This Health Check includes a brief report.

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### SIAMS Health Check (2 days)

The SIAMS inspection framework will provide the basis for this health check. The actual day can be tailored to suit the needs of the school but can include review of self-evaluation, observations of Collective Worship and Religious Education, conversations with co-ordinators, parents, governors and pupils. The school will receive a brief report.

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### Worship Health Check (1 day)

The SIAMS Inspection Schedule will provide the framework for this health check. Discussion with pupils, key staff and governors as part of two half day school visits. The adviser with the co-operation of the school will aim to observe at least 2 examples of worship or collective worship. Audit of school documentation including relevant policies and their impact on practice. This Health Check will include a brief report.

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### RE Health Check (1 day)

The SIAMS Inspection Schedule will provide the framework for this health check. Discussion with pupils and some key staff as part of 1 day school visit. Up to 4 part lessons will be observed depending on the size of the school. Audit of school documentation including pupils' work. This Health Check will include a brief report.

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### Governance Review (2 days)

Audit of the governor policy and practice. This will involve reviewing governor minutes and relevant school documentation, (including checking that all necessary annual reports are published) the interview of key staff and governors against a review tool developed by the diocese based on OFSTED, SIAMS and DFE guidance on what contributes to effective governance. This review will include a brief report.

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### Headteacher Performance Appraisal

This service is a bespoke service and costs £600. It includes full facilitation for governors, full analysis of current practice and recorded documentation compliant with national requirements.

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### Planning for Developing your School Buildings

Bespoke support provided to ensure that schools have in place a five-year premises development plan – which is particularly important in these times of financial shortages. We will work with consultants to spread the cost of the condition surveys over five years and then convert them into a five-year premises plan for you, which is invaluable for bidding for capital funding. School leaders can feel secure in the knowledge that they will have a link person at the diocese who will be their dedicated premises adviser. Cost: condition survey (spread over a maximum of five years) + 1-2 days of DBE support.

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### Admissions & Appeals

We are able to offer you bespoke support starting from the writing of your admissions policy (for implementation 18 months later), through the statutory consultation stage and admissions process culminating in support for any appeal hearings. This includes ensuring that the supporting information and case made by the school is as strong as possible and that the school is effectively supported at the appeal hearing – this includes presenting officer training. Cost: 1 Day+

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### In addition *bespoke* work may be commissioned in relation to:

- SMSC
- Early Years
- Sixth Form
- Literacy
- Numeracy Support
- Pupil Premium
- NQT and early careers teacher
- Admissions and Exclusions Appeals
- Policy and Website Compliance
- Planning for Buildings Development
- HR Support and Health and Safety

Please speak to our team for further information and likely costs.

# SLA 2016 – 2019 Overview

## CORE SERVICES

Primary Core = 2 visits across the year

Secondary Core = 4 visits across the year

Based on pupil numbers your SLA will be subject to the following minimum and maximum annual charges:

- A minimum annual charge of £500 per school
- A maximum annual charge of £1700 per VA Primary
- A maximum annual charge of £900 per VC Primary
- A maximum annual charge of £2150 per Secondary

Buy into Core Services to access Enhanced Packages and Additional Services

### ENHANCED PACKAGE 1

3 additional pre-booked visits including planning & follow up support  
£1,425 per year

### ENHANCED PACKAGE 2

6 additional pre-booked visits including planning & follow up support  
£2,700 per year

### ADDITIONAL SERVICES

See table for individual costings.

Includes services for example: School Reviews, Health Checks and Headteacher Appraisal

New for 2016. We are delighted to be able to offer Human Resources services. Please contact [tim.barnett@oxford.anglican.org](mailto:tim.barnett@oxford.anglican.org) for further details.

## Service Level Agreement Confirmation Form for the Period 2016-2019

School: .....

Address:  
.....  
.....

This agreement covers a 3 year period from 2016-19 and is calculated on the number of pupils on roll at the January 2016 census. Your school will be invoiced in 3 annual instalments.

I confirm the number of pupils on roll is .....

**Service Level Agreement: please tick Core Services and any other options you require**

Core Services 2016-2019

	2016/17	2017/18	2018/19
Enhanced Option 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enhanced Option 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Specific Additional Services (these can be added at any time during your 3 year agreement)**

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.....  
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Headteacher's Name: .....

Signed: ..... Date: .....

Please complete the Agreement Form by 3rd May 2016 and return, preferably by email, to: **sla@oxford.anglican.org** or by post to **Tracy Richardson, Oxford Diocesan Board of Education, Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF**

## Oxford Diocesan Board of Education Service Charter

Schools participating in the Service Agreement are entitled to expect the Oxford Diocesan Board of Education to:

- Have a pastoral concern for the staff and pupils of the school
- Provide professional, expert assistance and advice
- Provide written guidance, model procedures and other documentation
- Arrange briefing sessions on important matters relating to Church of England schools
- Deliver services and attend meetings as and when appropriate
- Act with discretion and safeguard confidentiality
- Deal promptly and courteously with requests for assistance
- Anticipate needs and provide relevant information
- Be responsive to the needs of individual schools and their distinctive ethos
- Understand the roles and responsibilities of governors of Church of England schools
- Represent the interests of the Church of England schools with partner local authorities, the DfE, OFSTED, EFA, The Church of England Education Office (National Society) and other appropriate bodies
- Ensure schools comply with National requirements for safeguarding, recruitment, admissions

As a Church school in the Diocese of Oxford, we are delighted to be able to offer you the best possible service in support of your school, leaders and governors. We are privileged to have been able to support so many of you in the past and look forward to doing so again.

*“The Diocese has provided invaluable support to me in my role and supporting difficult decisions in terms of staff restructuring and being a soundboard for different ideas and scenarios”*

– Secondary Headteacher

*“The help and support received by the Oxford Diocese ... has been incredible. Knowing that the support and training is available to help me continue in headship instils me with the confidence and faith needed to move the school forward and aim for outstanding”*

– Primary Headteacher

*“The resources which [the adviser] has shared have been invaluable and praised by our Ofsted and HMI team. I feel this support has also had a positive impact upon my wellbeing as well as performance as a Headteacher”*

– Primary Headteacher

## Contact Details

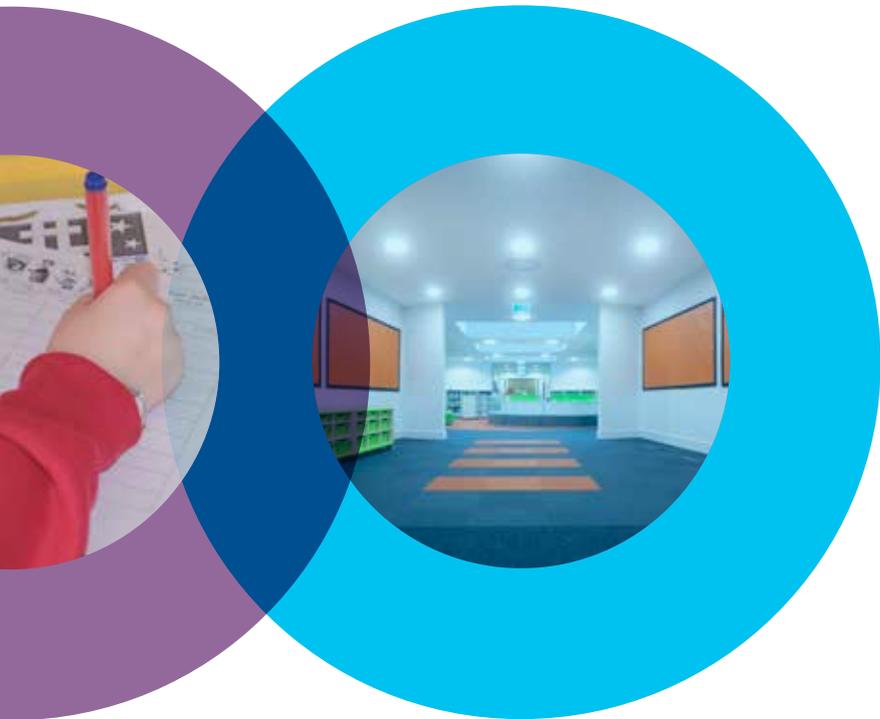
If you have any queries about the Diocesan Service level Agreement please contact Tracy Richardson:

email [sla@oxford.anglican.org](mailto:sla@oxford.anglican.org)

or call **01865 208242**

Further details can be found on our website

[www.oxford.anglican.org/  
schools/service-level-agreement](http://www.oxford.anglican.org/schools/service-level-agreement)



Oxford Diocesan Board of Education,  
Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF

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