



ST FRANCIS CMAT
2024 - 2025
HEADTEACHER
INDUCTION HANDBOOK

St Francis Catholic Multi Academy Trust

www.stfcmat.com





My God, my all.

Bless our Saint Francis community with wisdom and wonder and awe. Let us learn not just from books but from the lessons of kindness, humility and compassion which Saint Francis showed for all of God's creation. Instil within us a love for learning, a thirst for knowledge and a passion for always making your world a better place. May your divine guidance light our paths so we can reach our true potential.

Amen

St Francis, pray for us.







HEADTEACHER INDUCTION HANDBOOK

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Welcome to Headship in St Francis CMAT

To all of our newly appointed Headteachers,

Congratulations on your role! When we take the step forward to lead our own school, it can feel a daunting, intimidating and unnerving leap into the unknown. It isn't unusual to feel a sense of imposter syndrome and to question the confidence that you will have gained over the years in your careers. Experience has taught me though that these feelings should be embraced, welcomed in and harnessed, as they are the tools with which you will develop humility, modesty and wisdom of leadership.

As you embark on this most colourful and fascinating journey, you will also learn that there is simply no better role than that of Headteacher. Being appointed as the ultimate guide of a community of children and their families is perhaps one of the most rewarding positions a person can hold. St Francis also brings to you a community of Headteachers, all working together to support each other, provide guidance, wisdom and answers where they can and bring a support network like no other as you step into Headship in the Trust.

No doubt, two days will never be the same. You will be all things to all people, all of the time. You will be seen as the oracle, when you don't have an answer. And you will feel fatigue when what everyone craves is energy.

But... you will also have the privilege of drawing strength from a school of youth. You will make relationships with children and their families that will last a lifetime either in your memories or in theirs. When your alarm clock goes off in the morning, you'll have a spring to your step in anticipation of what the day will bring. You will laugh for the majority of your career. In the times that you don't, you'll be supported by loyal colleagues who have your back, because you always have theirs.

Most importantly, you'll be instrumental in ensuring that the children in your care grow up to be wonderful humans, equipped and capable of impacting the world for good that is yet to be seen. If you're lucky, they'll return to keep telling you all about it. If you're really lucky, they'll come back to work alongside you.

I welcome you to the St Francis Headteacher Induction Programme where we will explore together the most amazing job in the world!

S Kent, CEO





CONTEXTUAL INFORMATION

St Francis CMAT was established in September 2022 as part of the Bishop's vision to create two Multi Academy Trusts in the Hallam Diocese. Along with its sister CMAT, St Clare, they will house 47 schools in the Diocese, with St Francis comprising 20 Primaries and 3 High Schools.

The vision for our Trust within the Diocese is:

For all children to receive innovative, creative and personalised teaching and learning

For all children to receive an outstanding curriculum which shapes them as people in God's image

For all children to flourish in stimulating, highly effective, happy environments

For the Trust to be the employer of choice for all staff through investment, recognition and progression

Our Ethos:

Our Catholic Ethos is at the core of all that we say and do. The Gospel Teachings underpin education in the Trust and connect us in our ambition and aspiration for the children, no matter their background nor challenges they may face.

The children are the reason for the Trust. All of our decisions are taken with them in our heart and you will play a significant part in this culture.

We hold professional development and ambition at the core of our commitment to staff. Through working alongside us you will receive support, development, challenge and opportunity. We believe in succession planning for the future, in talent spotting and nurturing so that our staff can progress in their role and develop their talents through the Trust structure. We want to work with ambitious hard-working people who have the horizon in their sights.

Our Trust celebrates the individuality of our schools and provides them with a community in which to grow, develop and shine!





INDUCTION ARRANGEMENTS

Mentoring

The Trust will offer all headteachers who are new to post in St Francis the opportunity of an experienced headteacher colleague to work as a mentor during the first year after appointment. The purpose of this is to enable new headteachers to grow their professional network and provide access to another person able to discuss issues and queries that may emerge within school. Where possible, we will seek to deploy a mentor with knowledge and experience of a similar school's context.

Welcome Breakfast

Tuesday 4th June at 9.30am – Trust Headquarters

The Old Grammar School,
13 Moorgate Road,
Rotherham,
S60 2EN

The Induction programme is a new programme within the St Francis CMAT. However, initial plans for September 2024 include the following:

- To provide an Induction Handbook, including 'A New Headteacher Checklist' and 'A year in the Life of a St Francis CMAT Headteacher timeline'.
- Welcome for all new and recently appointed headteachers.
- To establish peer support for headteachers in all schools.





SCHOOL IMPROVEMENT SUPPORT FROM ST FRANCIS CMAT

All headteachers new to post in St Francis will receive at least one visit a term from one of the Directors of Education and one per year from the School Improvement officer (Fiona McNally). Schools are encouraged to share documents with directors to facilitate discussions. Directors are also available to pick up queries and questions via phone or email from schools in between formal meetings. Following the meeting, the school will be provided with a **rolling record** of the visit that will be updated as and when subsequent visits are made. This record remains confidential, although headteachers are encouraged to share this with their Chair of the Local Academy Committee and may be asked to share this with inspectors at the point of Ofsted inspection.

Headteacher Forums and Workshops

We expect all headteachers to attend the **half termly Headteacher Forums**. These are valuable opportunities to learn about key initiatives and updates in education and learn about new opportunities. The briefings also provide a useful opportunity for informal discussion with colleagues.

Finance and Site Premises Support from St Francis CMAT

During your first half term our Chief Finance Officer (CFO), Sarah Graham and Finance Director (FD) Lisa Hartley will visit you in school to discuss your latest approved budget, monthly management accounts along with the St Francis CMAT budget cycle.

Each month your Finance Lead will submit a monthly management workbook to the Central Team, this will be reviewed and returned to you within a week with a variance report attached. This report will require your finance lead to populate a narrative around any variances. Your finance lead will go through this with you for approval before returning it back to the central team.

Once the management accounts are consolidated and shared with the Trust Board, you will receive a monthly report from the CFO. You will need to review this report and take any actions into account going forward.

During the year both CFO and FD will visit at some point each half term to review monthly management processes along with budget projections.

Your role as Headteacher is to work with your Finance Lead to produce a balanced budget in line with the St Francis CMAT Finance Policy and School Improvement Plan.

As a headteacher within the CMAT, it is expected that you take all reasonable measures to ensure the school premises and equipment on the premises are safe to use. Despite the fact that duties can be delegated to appropriate school staff, Headteachers and Governing Bodies retain overall responsibility for the health and safety of the site, students and the staff. Such responsibility can never be devolved to others. As part of your operational stewardship, you must ensure all duties are discharged appropriately and in line with legislation. To this end, Headteachers, Site Managers, Finance Managers and Premises Staff within the Trust are supported by Glen Swallow, Estates Director, who leads on the strategic development of all the Trust's estates and plays a crucial role in ensuring headteachers are in compliance with relevant regulations and standards.





CONTINUING PROFESSIONAL DEVELOPMENT - THE 'NEW TO HEADSHIP' OFFER

We strongly encourage all new headteachers to the Trust to engage in the training opportunities outlined below.

Date	Time/Venue	Development Area
Thursday 19th September	10am- 12 noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Welcome to St Francis CMAT. Developing a shared vision when leading a Catholic School and achieving Stakeholder Engagement. <i>An introduction to Headship in St Francis and how this looks different to that of other Trusts.</i>
Thursday 17th October	10am- 12 noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Finances, Personnel, HR and Safeguarding <i>These are key aspects of Headship which underpin the operational running of the school. We will discuss the Trust expectations in these areas, train you in the associated frameworks and offer strands of continuous support.</i>
Thursday 14th November	10am-12 noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Catholic Leadership and the Creation of the CSED <i>A dive into the Catholic Life of School and ensuring that this aspect of what makes our schools special is at the core of your leadership.</i> <i>This will support our Headteachers in understanding how to plan for Section 48 Inspection, including model CSEDs and ensure that our aim for all schools to be outstanding in this area is achieved. The session will also support Headteachers in life after Inspection and ensuring that the Catholic Life of the School continuously develops.</i>
Thursday 12th December	10am-12noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Wellbeing <i>Such a crucial aspect of our schools and an area that shouldn't be 'bolt on' to the daily life of our schools. This can also be a challenge in a profession which is beyond demanding. We explore here how to achieve great wellbeing for all the school community whilst also ensuring great outcomes for the children.</i>





Date	Time/Venue	Development Area
Thursday 23rd January	10am-12noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Curriculum <i>The curriculum design of a school can feel like a huge undertaking and a great responsibility to get this right for our children. We will focus on the Intent of our schools and how this looks for your children, moving to the subsequent implementation of this curriculum and expected impact.</i>
Thursday 27th February	10am-12noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	Assessment <i>A day exploring the use of Assessment and how this can impact the teaching and learning strategy to best provide for our children. We will also see how this vision for Assessment is supported by the MIS system across the Trust and what we can learn from data about our next steps in leadership.</i>
Thursday 27th March	10am-12noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	School Improvement Planning and evaluation. <i>This is a chance to really reflect on what your schools are doing well and how you know. Equally we will explore your schools' areas for development, how you prioritise these and what robust and clear improvement planning looks like in order to communicate these well to your staff and Local Academy Committees.</i>
Thursday 22nd May	10am-12noon Trust Headquarters The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN	School Improvement Planning and evaluation. <i>A day of practical creation of School Improvement Plans ready for September 2026.</i>
Friday 20th June	Full Day Location to be confirmed	Retreat <i>A celebration of your first year in Headship and all that you have achieved!</i>





HEADTEACHER WELLBEING AND SUPPORT

Counselling Service

Counselling offers you an opportunity to explore & resolve difficulties you may be experiencing. It provides a safe & confidential setting with the support of a trained counsellor.

Education Support- 24 hours

08000 562561

<https://www.educationsupport.org.uk/get-help/help-for-you/helpline/>

NAHT - 0300 30 30 333

Top Tips from our Experienced and Successful Headteachers!

- Ensure the children are the focus of your decision making
- Get things organised ahead of time as often so many things crop up and compete against things you are trying to implement and drive forward in school.
- Ask, ask, ask all the time, the more questions you ask the better informed you will be and able to support others and signpost people to those in the know.
- Be emotionally intelligent - manage both your own emotions and understand the emotions of people around you. There are five key elements to this: self-awareness, self-regulation, motivation, empathy, and social skills.
- Ensure that you have great communication with all stakeholders (and run things past your fellow headteachers - it's good to share)!
- Make sure that you have clear and robust systems in place.
- Take time to get to know the school, identify strengths and areas for development and build relationships.
- Don't rush key decisions. Be reflective, not reactive.
- Seek advice - no one expects you to have all the answers.
- Lead by example with bravery, compassion, wisdom and integrity





ST FRANCIS CMAT HEADTEACHER HANDOVER CHECKLIST

This checklist has been created in order to support the handover process prior to a new headteacher starting in their new post.

It is advisable that, when a headteacher leaves a school, there should be a formal handover of all the key information, financial assets and accounts of the school. This document is designed to facilitate a handover procedure. It is hoped that it will be reassuring for both the incoming and outgoing headteacher that all essential information and contacts are shared.

Recommended Procedures

1. This checklist can be used as the basis of discussion during the Handover Meeting at a mutually convenient time before the final handover date.
2. The incoming headteacher should use the prompts below to familiarise themselves with the location of documents, resources and importantly discuss the 'ways of working' of the school.
3. It would be helpful if a copy of this checklist is retained in the school for reference.
4. It is advised that a completed copy should be shown to the Chair of the LAC as evidence of good induction practice.

School Information

School Information	✓
School name	
Address	
Telephone number	
Headteacher email address	
Admin email address	
DfE number	
Ofsted URN	
Senior Leadership Team	
SENDCO	
Designated Safeguarding Leads	
Administrator/Finance and Operations Lead	
Caretaker/Cleaner in Charge (contact details)	
Chair of Governors (contact details)	
Vice Chair of Governors (contact details)	
Clerk to Governors (contact details)	
School transport provider contacts	
Church contacts	
IT provider (contact details)	
Handover of keys (by negotiation)(date)	





ST FRANCIS CMAT EXECUTIVE AND CENTRAL TEAM

CEO - Siobhan Kent	skent@hallam-diocese.com
CFO - Sarah Graham	sgraham@hallam-diocese.com
FD - Lisa Hartley	lhartley@hallam-diocese.com
Executive PA - Michelle Wild	mwild@hallam-diocese.com
Estates & Facilities Director - Glen Swallow	gswallow@hallam-diocese.com
Director of Education- Laura Lee	llee@hallam-diocese.com
Director of Education- Lucy Saxton	lsaxton@hallam-diocese.com

SCHOOL IMPROVEMENT DOCUMENTATION

Document	File location and review date
Vision/mission/ethos statement or document	
School development plan	
Self-evaluation documentation	
Most recent heads report to governors	
LA rolling record	
IDSR & ASP	
Latest internal assessment data & analysis	
Pupil premium strategy	
PE and sport premium strategy	
Recovery premium strategy	
Last Ofsted/Section 48 report	
SEN information report	
Behaviour records (inc PEPs)	
Looked after children information	
Other school policies	





LOCAL ACADEMY INFORMATION

Document	File location
Scheme of Delegation	
List of governors and terms of office	
Link for Governor Hub	
Minutes of meetings	
Committee composition, quorate numbers, terms of reference	
Dates of forthcoming meetings	
Record of governor visits to school	

SAFEGUARDING INFORMATION

Document	File location
Single central record	
Safeguarding records	
Early Help records	
Training records	

HUMAN RESOURCES/PERSONNEL INFORMATION

Document	Date of most recent version/revision	File location
Staff responsibilities		
Job descriptions		
Establishment list		
Performance management / appraisal information		
Staff absence recording arrangements		
Staffing insurance cover including level of cover		
Fusion HR – First Floor, Unit A, Cedar Court Office Park, Denby Dale Road, Wakefield, WF4 3FU. 01924 827869		



H&S AND PREMISES MANAGEMENT DOCUMENTATION

Document	Date of most recent version/revision	Details Do not record passwords on this document
Asbestos register		
Fire risk assessment		
Activity risk assessments		
Educational visits risk assessments		
First aiders & arrangements		
Keyholder list		
Emergency contacts		
H&S audit		
Emergency lighting/break glass point check arrangements		
Condition survey		
Business recovery/ Critical incident plan		
Asset management plan		
Access to 'Every' Premises Software		





FINANCES

Document	Date of most recent version/revision	Details Do not record passwords on this document
Current school budget overview		
Most recent budget monitoring		
Latest CFO Monthly Management Report		
3-year budget projections		
St Francis CMAT Finance Policy		
Finance audit date & recommendations		
Devolved formula capital funding (possibly included in overall budget overview)		
Contracts Register		
Risk Register		
Academies Financial Handbook (Latest Version)		





Many of the following prompts will probably have been covered during the collation of materials above. However, new headteachers should ensure they familiarise themselves with:

Access to IT network

- File storage arrangements
- Access to computer system (admin and headteacher)

Calendar - Key events in the school year

- Term dates including training days
- Assessment dates
- Reporting to parents
- New parent meetings & intake visits
- Key events
e.g. Residentials, Church events & celebrations, school traditions, parents' evenings, stakeholder consultations, open evenings, performances, sports day, fete, concerts, leavers assembly etc.

How are messages communicated to staff including part time staff? Email, whiteboard, school diary, GoogleMeet....

Passwords

- DfE Sign-in
- Arbor
- Administrator password for school subscriptions
- School website administration
- School text/email service
- SAM People

Building & premises

- Door access, security systems and burglar alarm operation
- Boiler operation (including 'holiday' mode)
- Location of mains water stopcock
- Electrical distribution boards
- Heating oil tank and fuel level indicator (where fitted)
- Access to Every - Premises software

Finances

- Receive bank account access and school credit card
- Access to RMBC Manage HR (Payroll)
- Access to Access Finance and Budgets





Teaching and Learning	Details
<p>Curriculum structure and timetable</p> <p>Subject curriculum planning (including RSE, RE and any external providers ie Music service, sports coaching etc)</p>	
<p>Day to day arrangements.</p> <p>For example, lunchtime arrangements & duties, assembly routines, start & end of day systems, registration, staff meetings</p>	
<p>Discuss strengths and weaknesses of staff with the new headteacher. This should include any details of capability procedures or relevant personal circumstances that may affect employees' performance</p>	
<p>Discuss any background details of pupils that the new headteacher should be aware of (including child protection, child in need & safeguarding issues).</p>	
<p>Support for children SEND including use of external professionals</p>	
<p>Internal assessment arrangements and external moderation at the end of each key stage, in early years and phonics</p>	
<p>Arrangements for collective worship</p>	



A YEAR IN A LIFE OF A ST FRANCIS SCHOOL

Whilst no two schools are the same, it might be useful to consider some milestone events. The list isn't exhaustive, and some will depend on context, but it might be useful in providing an overview to support your planning.

SCHOOL EVENTS : September

Letter to parents introducing yourself and be on the school gate/Meet and Greet as much as possible

Staffing and Safeguarding

Arrange to meet all staff individually discussing roles, aspirations, vision etc
Plan Training Day - including safeguarding, operational plans, child protection and associated policies
Review safeguarding policy and KCSIE (Trust policy)
New staff induction
Check timetables & rotas are appropriate
Organise clubs and share dates for the term
Review SCR - invite governor
Review volunteer handbook/induction
Attendance review meeting and action plan

School Improvement

Share self-evaluation (include engagement with governors)
Share school development plan (include engagement with staff & governors)
Check assessment points, analysis and subsequent pupil review meetings are in place
Design Quality Assurance System for the academic year

Office/documentation

Check policies due for review this academic year - build into governor agendas/committees
Update website with statutory documents <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>
Ensure pupil information is updated including medical needs
Check CTFs for incoming pupils
Recovery & Pupil Premium spend and impact statement (upload to website)
Check expiry dates on certificates (eg Child Protection Training, DSL, Ed Visits, Food Hygiene, First Aid) and book required refresher training

Finances

Connect with Sarah Graham and Finance and Operations Lead to meet and understand the Trust Financial Calendar and requirements for the year.

Meet with Finance Lead in school to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Support Finance Lead with the external audit of the prior year accounts
Review CFO Monthly Management Report
Promote and encourage Free School Meal Applications to families

Parents

Home school agreements sent out and filed
Check all EpiPen's, inhalers and medication are returned to school. Reminder in newsletter

Site

Emergency planning arrangements
Fire drill and log
Check H&S routines and timetable a weekly site check

Plan meetings dates and update school diary

Governors - meet Chair of LAC to agree programme of meetings
PTA meeting to plan events and ways of working
Parents evenings and reports
Headteacher performance management arrange dates
Staff performance management
School Council - elections and meeting dates
Holiday dates, Training days, staff meetings, assessments, SEN reviews, new parents and intake, transition arrangements, curriculum evenings, Harvest/Christmas/Easter celebrations, concerts, visits and residentials, sports day, leavers assembly





SCHOOL EVENTS : October

Autumn Census (October)

Staff performance

Teacher performance management (complete HTPM before teachers and support staff PM)

Governors

Write heads report for governors
Prepare for Autumn LAC Meeting

SEND

Information report updated
Review & update SEND offer
Update SEND overview and provision map
SENDCo to update student plans
Review and update provision maps
Update interventions (teachers to timetable)

Finances

Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Update budget projections for the following year with October Census NOR
Review CFO Monthly Management Report
Undertake a Value for Money/Benchmarking exercise via the DFE Website
Promote and encourage Free School Meal Applications to families
Parent and pupil voice activities

Health and Safety

Health & safety audit – with governor
Health and safety action plan review
Check all risk assessment for H&S are up to date/ reviewed

SCHOOL EVENTS : November/December

Assessment
Assessment data analysed and recorded on school assessment system
Pupil progress meetings
Meet with Curriculum Leaders/Teachers/Year 6 teacher to consider interventions / booster groups / targets
Parent's evening
ASP final version released (update SEF)

Monitoring

Subject leaders/work scrutiny/learning walks/data

Finances

Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Review CFO Monthly Management Report
Promote and encourage Free School Meal Applications to families

Safeguarding

Audit of safeguarding across school

School events

Remembrance assembly
Advent
Christmas events (Fayre, plays ...)

Holidays

Meet with Site staff for review of site





SCHOOL EVENTS : January

Spring Census (January)

Safeguarding

Review single central record

School Improvement

Update and review SDP for the previous term to feed into governors meeting

Check school website

Assessment

SAT meeting for parents, letter to parents

Apply for access arrangements for SATs

Confirm pupil registration

Discuss GCSE Entry Points including anticipated Tiers as part of data analysis

Review Policies due for update

Review and update provision maps

Health & Safety

Annual PAT testing (date varies for different schools)

Ensure equipment is serviced annually

Finances

Meet with Finance Lead to monitor current year expenditure and income against budget.

Analyse variances and the impact on the overall budget position.

Revise budget if appropriate to do so

Promote and encourage Free School Meal Applications to families

SCHOOL EVENTS : February

Staff

Performance management mid-year appraisals

Monitoring

Subject leaders/work scrutiny/learning walks/data ...

Monitoring of behaviour

Monitor provision maps

Pupil progress meeting

Parent's evening

Finances

Monitor applications for Reception start for September

Meet with Finance Lead to monitor current year expenditure and income against budget.

Analyse variances and the impact on the overall budget position.

Review CFO Monthly Management Report

Promote and encourage Free School Meal Applications to families

Governors

Write heads report for governors

Prepare for LAC Meeting

Site

Fire drill and log

Annual fire equipment checks

Annual H&S monitoring checklist to be completed

School events

Comic relief

World book day





SCHOOL EVENTS : March/April

Assessment

Ensure Data entry
Pupil progress meetings
Prepare SAT timetable, staff training and any access arrangements

Monitoring

Ongoing QA

Health & Safety

Fire risk assessment (completed annually)
Fire plan (update if required)

Finances

Receive ESFA GAG Statements for the next academic year
Preparation of detailed budget plan for the new financial year (with finance officer)
Review of Staffing if restructuring for September
Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Review CFO Monthly Management Report
Undertake a Value for Money/Benchmarking exercise via the DFE Website
Promote and encourage Free School Meal Applications to families
Lent/ Easter events

Holidays

Check boiler is on holiday mode/off
Identify key holders and contacts for holiday

SCHOOL EVENTS : May

Summer Census (May)

School Improvement

Update and review SDP

Assessment

KS1 test period
KS2 SAT week
GCSEs begin
Assessment data analysed and recorded on school assessment system

Health and Safety

Monitor the condition of the building
Fire drill and log
H&S inspection

Finances

Preparation of detailed budget plan for the new financial year (with finance officer)
Review of Staffing if restructuring for September
Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Review CFO Monthly Management Report
Promote and encourage Free School Meal Applications to families





SCHOOL EVENTS : June

Class structures, transition and moving up days

Plan for any adjustments to staffing and classes for next year (including TA timetables and rotas)
Plan assessment points and pupil review meetings for next academic year

Prepare new parent's meeting for new intake
Prepare taster day/Transition for new intake
Coordinate with secondary feeder schools transition days and moving up days
Letter to parents re Transition

Assessment

Release time for year 6 teacher for writing assessments
Phonics check completed
Phonics letters written to parents for pupils who did not achieve the standard
Multiplication tables check completed
Check and analyse KS1, KS2 and EYFS data before being submitted
Prepare data evaluation report for governors
Pupil progress meetings informed by assessments
Headteacher declarations signed off

Finances

Review of Staffing if restructuring for September
Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Review CFO Monthly Management Report
Promote and encourage Free School Meal Applications to families

Reports

Read, comment and sign reports
Summer reports send out
Sex education letter to year 5 & 6 for consent (maybe earlier in year aligned to RSE requirements)

School Improvement

Evaluate SDP and plan priorities. Working with staff and governors for their input.

Governors

Write heads report for governors
Summer LAC Meeting

School events

Residential trips and visits - check risk assessments and educational visits requirements
Sports Day
School organisation, staffing, roles and responsibilities ...
Begin preparation for school development plan and SEF in light of end of year tests

Policies and website

Recovery & Pupil Premium evaluation and consider plan for next year
Update sports funding evaluation and plan for next year (upload onto website by end of term)
Governor's attendance for the year upload onto website
Review policies due for update
Review single central record





SCHOOL EVENTS : July

School events

Leavers
End of year celebrations
Staff social events

Finances

Meet with Finance Lead to monitor current year expenditure and income against budget.
Analyse variances and the impact on the overall budget position.
Review CFO Monthly Management Report
Undertake a Value for Money/Benchmarking exercise via the DFE Website
Promote and encourage Free School Meal Applications to families

School Improvement

Draft a new school development plan
Draft updated SEF
Pupil safeguarding information forwarded to secondary school/Post 16
Leaving staff - exit meeting
Letter of thanks (PTA, volunteers, staff, parents ...)

Holidays

Meet with Site Staff
Ensure any contractors working in the building over the summer have access and emergency contact information
Identify key holders for holiday





Leading with faith and vision

ST. FRANCIS CMAT SCHOOLS

School Name	Address	Name of Head	Telephone Number	Head Email
St Josephs, Retford	Babworth Road, Retford, DN22 7BP	Richard Hilton	01777 702850	head@st-josephs.notts.sch.uk
St Mary's Catholic Voluntary Academy	Muglet Lane, Maltby, Rotherham, S66 7JU	Victoria Sonko	01709 812611	vicky.sonko@stmarysmaltby.org.uk
Our Lady of Mount Carmel	Sandringham Road, Intake, Doncaster, DN2 5JG	Lindsay Shaw	01302 349743	head@olmcprimary.co.uk
St Peters	Sandy Lane, Doncaster, DN4 5EP	Cathy Young	01302 369143	c.young@stpeter.doncaster.sch.uk
Our Lady of Sorrows Catholic Voluntary Academy	Mere Lane, Armthorpe, Doncaster, DN3 2DB	Lucy Saxton	01302 833941	Head@ourladysorrows.doncaster.sch.uk
St Josephs, Rossington	Bevan Avenue, Rossington, Doncaster, DN11 0NB	Natalie Kelly	01302 868098	n.kelly@st-josephs.doncaster.sch.uk
Holy Family Workshop	Netherton Road, Workshop, S80 2SF	Alexia Fox	01909 473917	headteacher@hollyfamily.notts.sch.uk
St Patricks, Bircotes	Whitehouse Road, Bircotes, Doncaster, DN11 8EF	Mary Jenkinson	01302 743145	headteacher@st-patricks.notts.sch.uk
St Bernard's	Herringthorpe Valley Road Rotherham, S65 3BE	Kate Crawford	01709 828183	kcrawford@sbch.org.uk
St Gerards	Park Nook, Doncaster Road, Thrybergh, Rotherham, S65 4AE	Bernadette Baxter	01709 850568	b.baxter@stgerardsprimary.org
St Joseph's Catholic Voluntary Academy	Lidgett Lane, Dinnington, Sheffield, S25 2QD	Laura Atkinson	01909 550123	latkinson@stjdinnington.co.uk
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