



LDBE

Lichfield Diocesan
Board of Education

2025



LDBE Service Agreement for schools



**DIOCESE OF
LICHFIELD**

Contents

The Education Team.....	2
Your Service level Agreement 2025/26	4
Core Services.....	5
Statutory Services.....	5
Additional Core Support	5
VA Schools	6
Academies.....	6
Leadership and Management	7
Support Agreement	8
Development Activities.....	8
Buildings and Premises.....	8
Training Events.....	9
Additional Support	9
Fees.....	9
Services	9
Charges for Services and Support outside the Agreement.....	10
Multi Academy Trusts and Federations	10
Our Commitment	10
Terms of Agreement.....	11

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Dear Colleagues

It gives me great pleasure to share with you our Service Level Agreement for the academic year 2024/25. This sets out details of the core and purchased support and training our Education Team can provide. It is a comprehensive offer however, should you require something different please ask as we are keen to ensure that our service meets your bespoke needs.

The Diocesan Board of Education (DBE) currently provides high quality support to over 200 schools and academies in the areas covered by the Lichfield Diocese: Staffordshire, Shropshire, Walsall, Stoke-on-Trent, Wolverhampton and areas of Sandwell and Telford and Wrekin.

The high level of take up for the Service Agreement over the last years has been a real encouragement, over 97% of Church schools in the Diocese now buy in our support. We have been privileged to have had so many opportunities to work with you in developing your schools, and we are grateful for your continued commitment to a scheme that supports all of the work we do as well as benefiting your school.

Your subscription to the SA is an important part of making this happen and allows us to provide an Education Team to support our schools. As we receive no public funding from the Government, our viability depends on contributions from the SA, income from investments held by the DBE and contributions from the wider diocesan budget, ultimately derived from the giving of those in parish communities. Through subscribing to the SA you help to commit your school to working in partnership with the family of diocesan schools and academies.

Working at both National and Local Authority levels 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 advisers, the central team includes specialisms in leadership, SIAMS, governance matters, Religious Education, Mission, Collective Worship, Christian Distinctiveness, school organisation and premises matters.

Our Team is committed to empowering all Diocesan schools to understand and meet the challenges of the Church of England's vision for education, *"Distinctly Christian: Serving the Common Good"*, and Bishop Michael's vision for the Diocese of Lichfield, *"Come follow Christ in the footsteps of St Chad."*

We look forward to working with you.



Mark Davis
Diocesan Director of Education

Your Service level Agreement 2025/26

We are proud to introduce our support agreement. As a diocesan team we are keen to provide an efficient and relevant service which adds value to the work undertaken in schools to improve the life chances of the children and young people in our care.

Each year we carefully look at the services provided by the agreement and this year continue expanding our provision to include a range of school buildings and land issues. The option to top up the basic offer with additional provision if required offers a flexible approach to fit in with all budgets and requirements. Consideration has also been given to how we can play a part in the Church's efforts to tackle climate change.

Each school is allocated a named CDA who will be their main contact, but some services may be provided through the wider team, depending on the speciality required at the time.

All Schools who buy membership of our Service Agreements will be eligible for a half day (3 Hour) remote meeting with their named CDA to provide an in-depth School Development review, focusing on Christian Distinctiveness and the seven SIAMS strands, depending on the desired focus of the school.

Our Christian Distinctiveness Service is subsidised by the Board of Education. This enables all our Church of England schools and academies to access quality support at a 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 and academies need to be working with organisations that will provide first class services. The Diocese is well placed to provide such services, given the special relationships with our schools and quality of professionals.

This year we are trialling a new subscription formula in which the fee is based on a per pupil basis. Pupil numbers will be based on the January 2025 census conducted by the DBE and details of these can be seen on page 9.

The application form can be found on our website [Support Services for CofE Schools and Academies](#)

For a bespoke group quote for MATs or Federations please contact education@lichfield.anglican.org



Core Services

Statutory Services

The Diocesan Board of Education has a statutory duty to provide certain services to all schools as laid out in the Board of Education Measure 2021.

- ✓ Signposting to appropriate professionals regarding diocesan trust deeds and related legal issues
- ✓ Ensuring compliance with the Diocesan Board of Education Measure requirements in premises matters
- ✓ Advice and Support on Land registration process
- ✓ Provide advice and support to governing boards on school closures
- ✓ Provide advice on the constitution of school governing boards including consultations on federation
- ✓ Supporting the recruitment of, and appointment of foundation governors
- ✓ Provide advice and support on the change of school category
- ✓ Support on school statutory responsibilities in relation to changes to status, size and age range of schools
- ✓ Support and advice at initial stages when considering conversion to Academy status. Schools are expected to discuss options with the DDE in the first instance and have regard for the [Diocesan School Development Plan](#).

Additional Core Support

- ✓ Guidance and advice on advert and person spec for Executive Headteacher, Headteacher or Head of school along with support at shortlisting and interviews. It is expected that governors consult with the DBE team on Executive Headteacher, Headteacher, Head of School and appointments in VC and VA schools.
- ✓ Induction training for newly appointed foundation governors on what it means to be a governor in a CofE school
- ✓ Welcome Day for all new church school leaders including a Commissioning Service
- ✓ Access to training courses arranged and lead by the DBE Team. (A Fee may be applicable) Please note: we reserve the right to cancel any training event on which there are less than 10 delegates booked.

- ✓ Welcome day for early career teachers
- ✓ A free pre-SIAMS preparation visit
- ✓ Access to Peer Support Networks (a fee may be applicable)
- ✓ Monthly News Bulletin
- ✓ DBE Website
- ✓ MAT Leaders Updates
- ✓ Welcome day for early career teachers
- ✓ Additional Support for schools judged J2 by SIAMS

The encouragement to take time to allow my pupils to develop spiritually and ideas to start using straight away

VA Schools

- ✓ Buildings advice, including visits on adapting and developing existing buildings
- ✓ Supporting VA Governing Bodies in fulfilling their duties in property matters
- ✓ Diocesan approved architects and consultants
- ✓ Supporting VA schools during critical incidents affecting the premises (e.g. flood and fire) and in processing emergency repairs
- ✓ Banking VA schools' DFC capital grant and managing processes to enable expenditure and financial compliance
- ✓ Managing processes and allocation of SCA capital grant for larger capital schemes and associated financial compliance*
- ✓ Advise headteachers/governors on the latest DfE building guidelines and school premises regulations
- ✓ Provide a professional view on projects proposed/developed by the local authorities
- ✓ Provide advice on trust and property issues, including use by third parties
- ✓ Formally review and advise on governing boards' admission policies
- ✓ Provide advice and support to governing boards and headteachers on admissions
- ✓ Administration of VA school buildings insurance scheme for schools participating within the diocesan policy
- ✓ Respond to the Schools' Adjudicator

**An administrative charge of 2.5% will be applied to SCA projects to offset some of the administrative costs incurred by the DBE for accessing and managing any capital projects supported by Central Government Capital grants.*

Academies

- ✓ Advice and Support to MAT Governance teams on Academy Trust Articles of Association
- ✓ Representing the Site Trustee owners of church schools in considering proposed capital works/redevelopment of their assets
- ✓ Guidance and advice on advert and person spec for Principal, Executive Head or Head of School along with support at shortlisting and interviews. It is expected that Multi Academy Trusts consult with the DBE team on Principal and Head of School appointments in CofE Academies.
- ✓ Multi Academy Trust Leaders Updates
- ✓ SIAMS Training for Trustees

Leadership and Management

- ✓ the DBE also has representation on SACREs, Local Authority Education Forums and Scrutiny Panels and meets regularly with the DfE and Local Authorities representatives.
- ✓ Regular Meetings with Department for education West Midlands Regional Team
- ✓ Church of England national and regional representation
- ✓ Liaising with the National Society in representing the interests of church schools and Site Trustees at National Government level
- ✓ National SIAMS Inspection Representation
- ✓ Regular contact with bishops, archdeacons and other diocesan advisers, and with the Bishop's Council



Support Agreement

All Schools who buy membership of our Service Agreements will be eligible for a half day (3 Hour) remote meeting with their named CDA to provide an in-depth School Development review, focusing on Christian Distinctiveness and the seven SIAMS IQs, depending on the desired focus of the school. Additional support is then offered dependent on pupil numbers as per the charging schedule below.

Development Activities

A half-day activity to focus on enhancing the Christian Foundation of the school. This will include working with Headteachers, RE and Collective Worship leaders and governors to ensure the leadership is effective at improving the Church school provision. These development activities may provide guidance, advice or support.

Understanding more about how to ensure that the children are exposed to spirituality in the classroom. Also, how to look after myself in my career.

Including:

- ✚ Review of teaching and learning in RE and development of an improvement plan with subject leader
- ✚ Review of collective worship provision, worship areas and areas for reflection around the school
- ✚ Carry out learning walks with a focus on the school environment and how its Christian distinctiveness is celebrated and promoted
- ✚ Review of the school website focusing on how it celebrates and promotes the school's unique foundation as a church school
- ✚ Provide professional development training - for example on the resource *"Understanding Christianity"*
- ✚ Bespoke in-school training to staff
- ✚ Bespoke in-school training to governing boards or local academy committees
- ✚ Working in partnership with your parish
- ✚ Chaplaincy development

Buildings and Premises

- ✚ Representing the Site Trustee owners of church schools in considering the use of school buildings e.g. Licencing for Third Party Lettings
- ✚ Representing the interests of church schools and the Site Trustees in work with Local Authorities e.g. planning and boundary queries
- ✚ Advice and Guidance on decarbonisation and Environmental matters

Training Events

In-house led training events are included in the Service Agreement and each year our highly experienced team lead training events on:

- ✚ SIAMS for School Leaders / Governors / Trustees
- ✚ Understanding Christianity
- ✚ Inclusive, Invitational and Inspirational Collective Worship
- ✚ Ensuring High Quality RE – Abrahamic Religions / Dharmic Faiths / Non-Religious Major World Views
- ✚ Spiritual Development and Courageous Advocacy
- ✚ Balanced RE
- ✚ A Theologically Rooted Christian Vision
- ✚ Asking the Big Questions in all Areas of the Curriculum

The enthusiasm of the trainers and the non-stop delivery of really brilliant and relevant information

Full details of these can be found on our website at <https://www.ldbe.co.uk> under the 'Support & Training' tab. *Please note that we reserve the right to cancel any training event if there are less than 10 delegates booked.

Additional Support

- ✚ Access to restricted areas of the website with resources to support the schools Christian Distinctiveness and Vision

Fees

The first 50 pupils will be charged at	£7.50 per pupil
In addition, the next 51 – 110 pupils will be charged at	£5.00 per pupil
Any additional pupils above 110 will be charged at	£4.00 per pupil

*Schools whose fee, based on the above calculations, works out lower than last year's fees will be invoiced as per last year.

*We do understand that the new, fairer, pricing formula may lead to a significant increase for some schools, we have therefore taken the decision to cap increases to £400.00 for this year.

Services

In addition to the School Development Review:

Schools with pupil numbers up to 215 pupils receive 1 additional half day visit per annum.

Schools with pupil numbers 216-425 pupils receive 2 additional half day visits per annum.

Schools with pupil numbers 426+ pupils receive 3 additional half day visits per annum.

Pupil numbers are based on the January 2025 Census conducted by the DBE and include Nursery figures. Part time Nursery children count as 0.5.

Charges for Services and Support outside the Agreement

For those schools choosing **not** to take up the agreement, or for schools wishing to access further consultancy support the following charges will apply.

	Schools within the SA	Schools outside the SA
2 Hour Twilight	£265.00	£345.00
Half Day (3 hours)	£340.00	£445.00
Full Day (6 hours)	£600.00	£785.00
In-house Training Events	N/A	£150.00 per person
Prepare Licence for Third Party Lettings	N/A	£275.00
Officer/Consultant time (per hour)	£95.00	£130.00



Multi Academy Trusts and Federations

Multi Academy Trusts are able to access the Christian Distinctiveness Services on an individual school/academy basis. A bespoke group service based on the number and size of schools within the Trust can be discussed with the Diocesan Office. Please contact education@lichfield.anglican.org

Costs associated with the establishment of a free school or Church of England Academy, including changing the status from Voluntary Aided and Voluntary Controlled to Academy and issues relating to hard/soft federations fall outside of this agreement. For guidance on these issues please visit [our website](#) in the first instance or contact education@lichfield.anglican.org

Our Commitment

Schools and Academies are entitled to expect the Education Team and Associates to:

- ✚ Deliver the service to a high professional standard
- ✚ Respond promptly and courteously to requests for assistance
- ✚ Act with discretion and safeguard confidentiality
- ✚ Be responsive to individual schools and their distinctive ethos
- ✚ Act with integrity and in accordance with Christian beliefs and values

- ✚ Come alongside schools and leaders who are experiencing times of particular challenge
- ✚ Listen to any feedback given, and use this appropriately
- ✚ Respond promptly and courteously to any complaints about the level of service provided.

Terms of Agreement

All schools and academies subscribing to this agreement are expected to:

- ✚ Keep the Education Team informed of the current situation in relation to the services required and developments at the school;
- ✚ Give adequate notice when requesting visits, training or meetings;
- ✚ Be available, given adequate notice, for meetings and/or visits;
- ✚ Pay due attention to advice given by the Education Team or our Associates;
- ✚ Give at least 5 working days' notice to cancel or re-schedule a visit
- ✚ Act in the spirit of genuine partnership working.

In consideration of Lichfield Diocesan Board of Education (LDBE) providing the services in accordance with this agreement, the customer agrees to pay the fees and charges to LDBE. The LDBE will raise invoice(s) for services and the customer will pay such invoices within 28 days of the date of each invoice.

The customer may have the option to pay the invoices via direct debit in managed stages monthly in arrears subject to LDBE written agreement. If payment of the fees and charges are not paid by the due date, LDBE shall be entitled, without limiting any other rights it may have, to charge interest on the outstanding amount.

If either party ('the defaulting party') commits a breach of this agreement and has not remedied the breach to the satisfaction of the other party (the 'complaining party') within 30 days of the defaulting parties receipt of the complaining parties written notice specifying the breach and requesting it to be remedied; or the breach is not capable of remedy; or the breach is a fundamental breach of the agreement, then the complaining party may, without prejudice to any accrued rights or remedies under the agreement, terminate the agreement by notice in writing, such notice to have immediate effect.

This Agreement may also be **terminated** by LDBE with immediate effect if:

- ✚ the customer convenes a meeting of its creditors;
- ✚ the customer shall make a voluntary arrangement within Part 1 of the Insolvency Act 1986 or makes a proposal for any other composition scheme of arrangement with (or assignment for the benefit of) its creditors;
- ✚ the customer shall be unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- ✚ a trustee receiver, administrative receiver or similar officer is appointed in respect of all or any material part of the customer's business or assets; or
- ✚ a meeting is convened for the purpose of considering a resolution, or other steps are taken for the winding up of the customer (otherwise than for the purpose of an amalgamation or reconstruction) or for the making of an administration order or other appointment of an administrator in respect of the customer.