



CCMS Circular 2008 / 24

17 December 2008

**TO: Trustees of Catholic Maintained Schools
Chairs of Boards of Governors and
Principals of Catholic Maintained Schools**

**RE: Development of, and Proposals for,
Changes to Education Provision in
Catholic Maintained Schools**

COUNCIL FOR CATHOLIC MAINTAINED SCHOOLS

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Dear Colleague

I write on behalf of the Senior Trustees in respect of the above to provide some advice as to the protocols and procedures to be followed.

Catholic Maintained Schools are vested upon educational trusts and, consequently, it is essential to ensure that at the outset, the Trustee is fully informed of any developments being considered. In practice, the local Trustee representative, the parish priest, should be consulted. Prior to giving his permission to proceed with any such consideration he should consult with the Senior Trustee of the Diocese. In the case of schools held in trust by Religious Congregations, similar discussions are required with the trustees of the order or congregation. CCMS should also be informed at that time as it is important for CCMS to be able to advise and support the Trustee and the school on such matters. CCMS will develop any proposals and progress any necessary research and survey papers in consultation with the Trustees, school and other stakeholders as appropriate.

If any change is likely to require a development proposal, the process is governed through a number of steps set out in CCMS and DE guidance. A summary of the various stages of a Development Proposal is set out below.

Stage 1:

Written permission from the Senior Trustee of the school, who, in the case of Diocesan schools, is the Bishop.

Stage 2:

Discussion and agreement with the local Trustee representative for the school.

Stage 3:

Discussion at the local CCMS Diocesan Education Committee

Stage 4:

Discussion and approval at the Education Provisions Committee of CCMS.



Stage 5:

Pre-consultation on the detailed proposal with key stakeholders, namely, the Governors, staff and parents of pupils at the school. Age appropriate consultations will also be held with pupils enrolled at the school.

Stage 6:

Analysis and consideration of responses emerging from the pre-consultation meetings, followed by a further series of consultation meetings with key stakeholders

If, following the consultation with stakeholders the Trustees decide that the proposal should proceed to implementation, CCMS will publish a Development Proposal on behalf of the Trustees for formal consideration and wider statutory consultation.

Development proposals are required where a significant change is being proposed to a school. Establishment of a moderate learning unit, a nursery or a sixth form, for example all require Development proposals. In addition a change from single sex to co-educational provision or a substantive increase in the size of the school will also require Development proposals.

Of course many proposals for collaboration will not necessarily require the publication of Development proposals, particularly when they are concerned with curriculum development but ***schools should consult with their Trustee and seek advice from CCMS at the earliest possible stage to ensure that such proposals can be taken forward appropriately.***

In the first instance guidance and advice is available from the local CCMS Diocesan office.

Yours faithfully

**GERRY LUNDY
HEAD OF SCHOOL DEVELOPMENT AND DEVELOPMENT**