



From Jason Foster, Director.



Welcome to our July CEFMinform – the regular bulletin written by our in-house solicitors, accountants and education experts.

### What's in CEFMinform this month?

- Is it fair to assess and score an employee before a consultation process?
- Protected belief.
- Race discrimination by association claim not upheld by ET.
- Topical issues covered in two new education updates.
- Two new do you knows? – answering your questions.

This month 58 documents on CEFMi, our school information website, have been reviewed and updated where necessary as part of our monthly quality assurance reviews. A full list of updates, changes and additions, along with hyperlinks to each, can be found at the end of this document.

### News & insights

#### **CEFM publishes its News & insights as soon as they are written**

Although links to all our News & insights will appear in CEFMinform each month, we recommend you follow us via social media to receive notifications as soon as we publish:

- [LinkedIn](#)
- [X formerly known as Twitter](#)
- [Facebook](#)

## Personnel

### Is it fair to assess and score an employee before a consultation process?

The following case *Haycocks v ADP RPO UK Ltd* has recently made its way to the Supreme Court to assess the above question.

Mr Haycocks was employed by a recruitment process outsourcing business. As a result of the Covid-19 pandemic, the company decided to reduce headcount in the team where Mr Haycocks worked.

[Read More](#)

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### Protected belief

Back in December 2020, we reported on the case of *Higgs v Farmor's School*, a case where a Christian school administrator, who made negative comments on Facebook about same sex relationships and gender fluidity, had been dismissed for gross misconduct.

Mrs Higgs brought claims against the school for direct discrimination on the grounds of religion and belief – both a lack of belief that someone could change their biological sex, and a belief that marriage is an institution between a man and a woman.

[Read More](#)

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### Race discrimination by association claim not upheld by ET

In the case of *Mr J McMillan v Beacon Education MAT Ltd*, the employment tribunal (ET) dismissed all claims raised by Mr McMillan: breach of contract, wrongful dismissal and direct race discrimination. Additionally, a £500 deposit, provided by Mr McMillan, was ordered to be paid to the trust's solicitors with interest.

Mr McMillan, who describes himself as Scottish, alleged he was subjected to discriminatory treatment due to his wife and children being of Vietnamese ethnicity.

[Read More](#)

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## Education updates

Since our last CEFMinform, we have reported on the following issues:

**Free school meals extension** The DfE has announced it will be introducing new eligibility criteria for FSM from the start of the 2026/27 school year. We outline the existing arrangements and explain the new rules. We also summarise the new report from the Education Policy Institute looking at how free school meals practices in England differ across place and time.

[Read More](#)

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**Ofsted reforms** A formal response to the Ofsted consultation the 'Big Listen' was originally intended for the summer term. This is now not expected until September. However, the launch of the new inspection framework will still be in November 2025. We outline what is known so far.

[Read More](#)

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**AI guidance** The government has just released a range of new guidance on the safe and effective use of artificial intelligence (AI) in schools. These are free support materials for staff and leaders in schools and colleges. We summarise the key points from the leadership materials, which are entitled 'The safe and effective use of AI in education'. These are contained in four videos, the most detailed of which is video three about safety.

[Read More](#)

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**Sign language GCSE** Ofqual has launched a second consultation on the accreditation process for a British Sign Language GCSE. We outline the process so far. The outcome of the consultation is expected in September.

[Read More](#)

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**Inclusion 2028** Four years ago, the Inclusion 2024 programme was launched to improve the quality of schools' physical education and sports provision for pupils with SEND. Now a renewed programme, entitled Inclusion 2028, aims to further improve access to PE and school sport for pupils with SEND. We give the main points of the programme.

[Read More](#)

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**Secondary teacher workforce** The DfE's latest report on the teacher workforce in both secondary and further education 2024/25 has just been published. We give a summary of the parts of the report directly dealing with staffing in schools.

[Read More](#)

## Do you know?

We have added the following questions and answers to the Do you know? module of CEFMi:

**Flexible working ambassadors** Can you update us on the role of flexible working ambassador trusts? We want to make a presentation to our Trust Board for their consideration about various aspects of flexible working for staff.

[Read More](#)

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**Skills reform** Can you comment on the implications of the government announcement on skills reforms in May 2025.

[Read More](#)

## CEFMI

CEFMinform links CEFMI subscribers to this unparalleled database of policies, guidance documents and updates. As a reminder, subscribers can:

- Commission new documents free of charge.
- Personalise any of the content, and send it back to us for review before adopting it.
- Ask any relevant question on personnel, finance or management.
- Easily track changes via the reviewed, updated and next review dates.
- Clearly identify changes through our change logs.

Please note that access to CEFMI and its modules will be dependent upon your subscription level. Users wishing to upgrade their subscription can do so by contacting the [CEFM office](#) on 01494 459183.

CEFM continues to offer a broad range of support in addition to its online services including finance, personnel, onsite consultancy and occupational health.

Below is a list of documents that have recently been added, reviewed and, where necessary, updated to maintain their accuracy.

## Do you know?

### Questions and answers

#### *Curriculum and management*

- [Flexible working ambassadors](#) [new]
- [Skills reform](#) [new]

## Education updates

### 2025

- [Free school meals extension / Ofsted reforms / AI guidance](#) [new]
- [Sign language GCSE / Inclusion 2028 / Secondary teacher workforce](#) [new]

## Finance

### Academies (specific)

#### *Audit*

- [Guidance and activities checklist for responsible officers](#) [reviewed]

### Investments

- [Investment policy](#) [updated]

### Maintained schools (specific)

#### *Budget monitor format*

- [Budget monitor format](#) [reviewed]

#### *Financial procedures and LA schemes*

- [Financial procedures – private funds](#) [reviewed]
- [Financial procedures – public funds](#) [reviewed]

### Schemes of delegation

- [Scheme of financial delegation](#) [reviewed]

## GDPR

### Resources

- [GDPR data audit](#) [reviewed]

## Governance

### Academies

#### *Constitution and procedures*

- [Multi-academy trust scheme of delegation](#) [updated]

### Academies and schools

#### *Role of board of governors*

- [Board of governors' self-evaluation](#) [updated]
- [Governors' induction pack](#) [updated]
- [Governors' skills and training audit](#) [reviewed]

### Maintained schools

#### *Constitution and procedures*

- [Delegation of governance functions in maintained schools](#) [updated]

## Model forms and letters

### Appointments and recruitment

#### *Terms of employment*

- [Probationary period – letter ending period \(dismissal\)](#) [updated]
- [Probationary period – letter extending period](#) [updated]
- [Probationary period review form](#) [updated]

## Model job descriptions and person specifications

### Support - Technical support (subjects)

- [ICT manager](#) [updated]
- [ICT senior technician](#) [updated]
- [ICT technician \(primary\)](#) [updated]
- [ICT technician \(secondary\)](#) [updated]
- [Reprographics manager or technician](#) [reviewed]
- [Senior technician - science \(laboratory\)](#) [reviewed]
- [Technician - art and design](#) [reviewed]
- [Technician - design and technology](#) [updated]
- [Technician - food technology](#) [reviewed]
- [Technician - science \(laboratory\)](#) [reviewed]

## Personnel

### Absence

- [Compassionate leave](#) [updated]
- [General leave of absence](#) [updated]
- [Parental bereavement leave and pay](#) [updated]
- [Time-off for dependants](#) [updated]

### Appointment and recruitment

- [Appointments guidance](#) [updated]
- [Induction of early career teachers](#) [updated]
- [Induction of new staff](#) [reviewed]

- [Offering a post and issuing a contract](#) [updated]

### **Domestic abuse**

- [Domestic abuse](#) [updated]

### **FAQ**

#### *Probation*

- [All staff](#) [reviewed]
- [Disciplinary procedure](#) [reviewed]
- [Dismissal](#) [reviewed]
- [Extending probation](#) [reviewed]
- [Holiday entitlement](#) [reviewed]
- [How long](#) [reviewed]
- [Legal requirement](#) [reviewed]
- [Managing probation](#) [reviewed]
- [Poor performance](#) [reviewed]
- [Probationary period](#) [reviewed]
- [Promotion](#) [reviewed]
- [When to dismiss](#) [reviewed]

### **Maternity, paternity, adoption**

#### *Pre-maternity leave*

- [Time-off to accompany to antenatal appointments](#) [reviewed]

### **Probation**

- [Probation policy](#) [reviewed]

### **Sickness**

- [Sickness absence](#) [reviewed]

## **Pupils and parents**

### **Careers education and guidance**

- [Careers education and guidance](#) [updated]
- [Work experience](#) [updated]

### **Special educational needs and disability**

- [Special educational needs](#) [updated]

### Target setting

- [Target setting \(primary\) guidance and policy](#) [updated]
- [Target setting \(secondary\) guidance and policy](#) [updated]