

East Kent

District Governor

Briefing

Summer 2017

Welcome

Agenda

Welcome

Lorraine Monkhouse
Area Governance Officer, East Kent

2 Health & Safety

Karen Stark
Health & Safety Adviser

3 Kent Governor Association

Ashford KGA Representative position - vacant

- **Governors** – please consider topics/issues to be taken forward to KGA from Ashford District
- Update from area representative

4 Virtual Governance - Things to consider

Lorraine Monkhouse
Area Governance Officer, East Kent

5 In the News, Governors' Discussion Points & Networking

Lorraine Monkhouse
Area Governance Officer, East Kent



Polite Reminders !

- **Housekeeping**
- **Paper free !**
- **Have you signed the register?**
- **List at least three actions that you will complete following this discussion.**
- **Please complete the online evaluations (direct to you via email)**

Health and Safety for School Governors

Presented by Karen Stark

Objectives & Governor Role

Understand key statutory health and safety requirements that schools should be complying with and how you as Governor have a pivotal role to play.

The main role of the School Governors is to have a strategic overview of how a school is managed and is judged by Ofsted to be part of the leadership and management function.

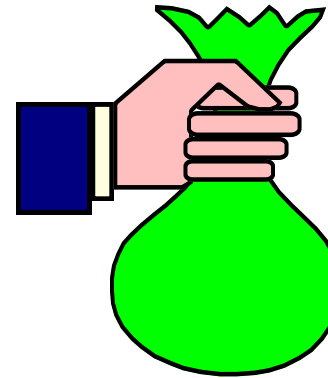
This includes all aspects of governance and includes the monitoring and effectiveness of health and safety issues alongside curriculum issues both of which should form part of the everyday management processes.

Why Manage Health & Safety

● M_{oral}



● E_{conomic}



● L_{egal}



Some relevant Legislation

**Management
of Health &
Safety at Work
Regs 1999**

**Health &
Safety at Work
Act 1974**

**The Workplace
(Health, Safety
& Welfare)
Regs 1992**

**Reporting of
Injuries,
Diseases &
Dangerous
Occurrences
(RIDDOR) Regs
2013**

**Control of
Substances
Hazardous to
Health Regs
2005**

**Control of
Asbestos Regs
2012**

**Work at Height
Regulations 2005**

Sensible Risk Management

- ✓ **Ensuring that workers and the public are properly protected**
- ✓ **Providing overall benefit to society by balancing benefits and risks, with a focus on reducing real risks – both those which arise more often and those with serious consequences**
- ✓ **Enabling innovation and learning not stifling them**
- ✓ **Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action**
- ✓ **Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility**

Sensible Risk Management

- x** **Creating a totally risk free society**
- x** **Generating useless paperwork mountains**
- x** **Scaring people by exaggerating or publicising trivial risks**
- x** **Stopping important recreational and learning activities for individuals where the risks are managed**
- x** **Reducing protection of people from risks that cause real harm and suffering**

Key Responsibilities for Schools

- **Ensuring the school complies with statutory legislative requirements and with local authority policies. (Headteacher)**
- **Agreeing the school health and safety policy and monitoring compliance. (Headteacher and Governors)**
- **Taking reasonable steps to ensure that buildings, equipment and materials are safe. (Headteacher and Governors)**

Key Monitoring Responsibilities

- **Asbestos** - (docubox, survey, remedial works, works log, monitoring, training)
- **Legionella** - (Risk Assessment, testing, managerial responsibility, training)
- **Fire** - (Risk Assessment, assessor competence, remedial works, review, training)
- **5 Year Electrical Testing** - (Report, remedial works, works logged, fire link)
- **COSHH** - (Risk assessment, storage, correct use, training)
- **Display Screen Equipment** - (Assessments, ill health, remedial measures, training)
- **Working at Height** - (Risk assessment, equipment, planning, training)
- **Accident Reporting** – (HS157, HS160, RIDDOR, training)
- **First Aid** - (Risk assessment, on/off site, training)
- **Inspections** – (3 per year)

Case Studies

Work at Height incident – fall from height when caretaker fell from a ladder whilst cleaning the guttering. No formal training, no clear planning, no risk assessment. HSE investigation now closed. Fee for Intervention (FFI) applied. **£496 (Police and Criminal Evidence Act) PACE interview under caution.**

PE incident – serious head injury to pupil hit by a shot put in a multi sports PE activity. Association for Physical Education (AfPE) guidance not followed, insufficient planning, training concerns, no review of risk assessments. HSE investigation resulting in prosecution and a **£10,000** fine.

Chemical incident – nursery aged children received skin rashes after coming into contact with a cleaning agent that had been used in its neat format. No COSHH risk assessments in place, HSE investigation, FFI fine incurred. **£482**

Questions that Governors should be asking their school leaders?

- Does the school health and safety policy cover all arrangements and clearly outline responsibilities to ensure a positive health and safety culture?
- Are you assessing all significant risks for any high risk activities which are undertaken in your school? (P.E. Science, Cookery, Design and Technology)
- Do you risk assess your off site activities?
- Are your staff suitably trained to undertake health and safety tasks, e.g. COSSH, Fire, Working at Height, Asbestos, Legionella, Manual Handling, First Aid?
- If appointing contractors who are not on the KCC Contractor Database, are you undertaking appropriate vetting to ensure health and safety competence when carrying out your planned works. e.g. Asbestos, Legionella, Fire, Working at Height?
- Are you monitoring the condition of the asbestos on your site?
- Are you implementing the remedial actions identified within your fire risk assessment?

Contacts & Information

KCC Health and Safety Team
Advice line number 03000 418 456
Email healthandsafety@kent.gov.uk

Health and Safety Information

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance>

EduKent Services

http://www.edukent.co.uk/our_services/service/health_and_safety/

Training

Access through CPD Online or SPS website
Alternatively contact KCC Learning and Development
03000 416 128

KGA Kent Governors' Association

KGA Representatives?

KGA Chair- Jack Keeler

jackkeeler@btinternet.com



Notes for District Governor Briefings

- Next KGA Assembly 7-9 pm Monday 12 June, Oakwood House, Maidstone: Please book via CPD Online. All governors welcome.
- KGA are monitoring governor vacancies. Please ensure your clerk is keeping records up to date.



- Following the Assembly and the presentation by Sally Lees, links have been strengthened with the KAHT through her as Chair.
- Governors will be represented on the Stakeholder and Commissioning Board of new Education Services Company by the Chair of the KGA.
- The NGA has changed its name and is now to be known as the National Governance Association.
- Any suggestions for suitable and realistic venues for the County Assembly in other parts of Kent? Would more attend if meetings are held in Ashford or Canterbury?



- Governors' Training Programme
- Governor Services Twitter account; governors are asked to follow it.
- Kent Leadership Strategy – support for COGs & VCOGs



Fundraising and Voluntary Action in Primary Schools

Seminar to debate new research which examines fundraising activities in primary schools across Kent and Medway.

June 29th, 2017, 6.30pm refreshments and networking, 7pm start until 9pm. Augustine House, Canterbury Christ Church University, CT1 2YA Free event for school senior leaders and governors. To book a place please contact: Jessica Messenger on j.messenger1195@canterbury.ac.uk

Some primary schools attract as much as £250,000 of fundraised income per year; the seminar will discuss:

- Going beyond the school gates: Different ways in which schools can strategically engage in fundraising activities
- The value and challenges of actively engaging volunteers in the school community
- Sharing learning across schools about 'what works'

VIRTUAL GOVERNANCE

- **2013 Roles, Procedure & Allowances regulations were introduced for LA Maintained Schools**
- **Permitted Virtual Governance**
- **Aligned LA Maintained with Academies – Academies already had this freedom (check funding agreement/Articles of Association)**
- **http://www.legislation.gov.uk/ukxi/2013/1624/pdfs/ukxi_20131624_en.pdf**
- **https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf**

Extracts from Legislation / Guidance

- the governing body may approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference.
- 28. The requirement to be present at the meeting means that proxy voting or voting in advance of a meeting is not permitted. It is important that governors are present to hear and engage in the debate before casting their vote.
- 29. However, the regulations now give boards the power to make arrangements for their members to be present at board and committee meetings ‘virtually’, for example by telephone or video conference, and therefore to participate in discussion and decision making remotely.

ACTIVITY

Discuss in your table groups:

- Any agreement that your board currently has in place regarding virtual governance
- Work through the items on the sheet
- Be prepared to feedback to/discuss with the whole group

In the News, Discussion & Networking

- **NGA- name change, same initials. National Governance Association**
- **EFA has become the EFSA, the Education , Funding and Skills agency**
- **Ofsted HMCI, Amanda Spielman, first speech since taking office.**
- **Budgets**
 - **Maintained school , FGB approve 3 year budget by 31st May**
 - **Academies have to do a new Budget Forecast Return: Outturn by 19th May with the 3 year budget forecast return for year 17 / 18 to be approved and returned by the 28th July**

In the News, Discussion & Networking

- Pupil absence in schools in England: 2015 to 2016 released
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/602320/SFR14_2017_Text.pdf
- New Trust Board Chairs Identity Verification form
- Maintained schools – Parent governor election process
- National Chairs of Governance Leadership development course- last one!
- <https://hampshire.firmstep.com/default.aspx/RenderForm/?F.Name=AEyRQxShp8p&HideToolbar=1>
- National Clerks development course – last one !
- <https://hampshire.firmstep.com/default.aspx/RenderForm/?F.Name=AEyRQxShp8p&HideToolbar=1>

In the News, Discussion & Networking

- **Changes to constitutional arrangements for maintained school governing bodies from 1st September 2017**
- **http://www.legislation.gov.uk/ukxi/2017/487/pdfs/ukxi_20170487_en.pdf**
- **Maintained school Governing Bodies power to remove elected parent and staff governors inline with the removal of co opted governors.**
- **From 1st September 2017 any elected parent or staff governor removed is disqualified for serving as a school governor for 5 years.**

In the News, Discussion & Networking

Clerking Competency Framework

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609971/Clerking_competency_framework.pdf

Focuses on the Knowledge, skills and effective behaviours under 4 competencies.

- **Competency 1: Understanding governance**
- **Competency 2: Administration**
- **Competency 3: Advice and guidance**
- **Competency 4: People and relationships**

Course Evaluation – Don't forget!

- Please take 5 minutes to complete your evaluation form.
- You can access the link now via your mobile phone/tablet: www.kentcpdonline.org.uk and then log into your account.
- Click on 'My CPD Online' and 'Events Attended'
- From here you will be able to locate this event and then click on 'Enter Evaluation'.
- Alternatively please log into your account, using the e-mail link which you will receive from CPD online as soon as the register of attendance has been processed .
- You will be able to download your certificate of attendance once you have completed the evaluation and the signed register has been processed by the Training & Development Administration team.

We value and act on your comments.

Thank you.

School
Improvement
Services

