

Governance Monthly Bulletin- April 2018

For All Governors, Clerks & School Leaders



Welcome to the April Monthly Bulletin. Our bulletin has been produced with the aim of keeping governors, clerks and school leaders informed of the latest educational developments as they happen. The most effective way of using this briefing is to have it as an agenda item as part of your Governing Board and Committee meetings.

[DfE: Secondary: Introduction of T levels: information for education providers](#)

This [policy paper](#) outlines the T level programme structure and planned implementation dates. ***How is your school working to ensure the programme offer is in place?***

[DfE: Reducing teacher workload](#)

This [paper](#) explains what the government is doing to reduce unnecessary workload for teachers, including details of their progress against their reducing teacher workload action plan. It contains a video explaining how the DfE is working with the teaching profession, teaching unions and Ofsted to reduce unnecessary teacher workload. ***Does your Board ask questions on teacher workload, triangulating against the impact of planning, marking and data? How are the staff views collected and considered?***

[DfE: Pupil absence in schools in England: 2016 to 2017](#)

This annual [release](#) provides information on the levels of overall, authorised and unauthorised absence for all schools including special schools and pupil referral units. It includes information on: reasons for absence; persistent absence; pupil characteristics; national and local tables. ***Does your Board analyse absence trends? How does your data compare locally? Is your attendance policy impactful?***

[DfE: Free School Meals: guidance for schools and local authorities](#)

This non-statutory [guidance](#) is for leaders and governing bodies to understand their obligation to provide free school meals to disadvantaged pupils in all schools reflecting the changes from April 2018, when the eligibility criteria is updated with the introduction of Universal Credit. ***How does your school ensure as many eligible pupils as possible are claiming their free school meals enabling pupil premium funding? Is the funding having impact?***

[DfE: Guidance: Protection of children's biometric information in schools](#)

This [advice](#) is for governing bodies, head teachers, principals and school staff is to ensure any biometric information stored is compliant with the principles of the General Data Protection Regulations (GDPR). ***Is your Board aware of collected biometric information? Does the collection meet advice and policy requirements?***

[DfE: Guidance: Academy conversion: surplus and deficit balance transfer process](#)

This [guidance](#) sets out what happens to a surplus balance or deficit when a school ceases to be maintained by the Local Authority and becomes an Academy. ***Does this form part of your Boards due diligence process?***

[DfE: Guidance: School workforce planning](#)

This [guidance](#) applies to all schools for school leaders, business managers and governors. It is to help school leaders review their staff structures regularly, as part of annual school improvement, curriculum and financial planning and includes: Options for school leaders to consider; Questions for school leaders and governors to consider when reviewing staff structures; Example timeline; Links to advice, case studies and tools for school leaders to use. A school financial efficiency [metric tool](#) has also been released to aid benchmarking. ***Is the school staffing structure as effective and efficient as possible? Does the Board analyse financial benchmarking including staff/pupil ratios against progress outcomes?***

[DfE: GDPR the ICO twelve steps to take now](#)

This [blog](#) outlines the twelve steps schools should be taking in readiness for the 25th May when GDPR comes into force. Most of the steps are operational, though Boards should reassure themselves the school is compliant with best practice and has appointed a Data Protection Officer either from within the school staff or sourced externally. ***Who is the DPO for your school? How will they be reporting to the Board?***

[Ofsted: School Inspection Newsletter update](#)

The March [Newsletter](#) clarifies areas for Inspectors on; monitoring of Requires Improvement schools; inspecting 'non-exempt' and 'exempt' schools; gathering data from schools; inspecting schools designated as having a religious character; clarification of the 'coasting' definition; information on Gypsy, Roma and Traveller pupils; the careers statutory guidance and teacher assessment frameworks. ***Do any of the clarifications apply to your school? How are you monitoring and evaluating these areas of focus?***

Governance Monthly Bulletin- April 2018

For All Governors, Clerks & School Leaders



[Ofsted: School Inspection Handbook](#)

The [handbook](#) has been updated to clarify the conversion of an outstanding exempt school 'not for designation' one day section 8 inspection to a section 5 inspection where there are concerns of the decline to good or worse. **Does your monitoring and evaluation triangulate with the School SEF judgement for outstanding?**

[NGA: Being Strategic: A guide for governing boards.](#) This free [resource](#) offers a robust annual cycle for creating, monitoring and reviewing strategy. It provides advice, poses questions for governing boards on each stage of the cycle, and supports school leaders in taking a broad and long-term perspective. **Has your Board revisited its strategic long-term plan?**

[NGA: Headteacher appraisal process research prompts recommendations to governing boards.](#) This NGA [research](#) in exploring the headteacher appraisal process has led to eight recommendations being made to governing boards to strengthen future practice in this area. These include all new panel members receiving some form of training and the Board must take the ownership of the decision in appointing the external advisor. **Has your Board held the Headteacher mid-year review?**

[Kent Governor Services updates](#)

[Kent Music Funding](#) from Kent Music the Music Education Hub for Kent is available to all state schools. We currently fund 90% of schools in Kent and are in contact with Music Coordinators/Head of Music in these schools. The funding is ring-fenced and comes from the DfE via Arts Council England. Updated terms and conditions will be released to all bursars in April which will include funding amounts. <https://www.kent-music.com/schools-funding/> **Is your school accessing this funding?**

[NEW - The Professional Clerk – DfE support development for Clerks](#)

The new development programme for Clerks of all school and academy governance boards has been launched and is being delivered in Kent; the first cohort is scheduled to start in late April in Canterbury. The course attracts DfE support funding which for eligible schools & clerks, could see a cost reduction from the full price of £400 to £50. Please be aware that for both of the currently advertised courses (Canterbury & Gravesend), places and support funding are limited; we would suggest booking a place as soon as you are able. Course content, dates, time, venues, support funding and booking information can be found at <https://www.hants.gov.uk/educationandlearning/governors/services/professionalclerk>. **Does your clerk have the opportunity to attend for their CPD?**

[New – NGA Leading Governance- DfE support development for Chairs](#)

The new DfE funded development programme for all in a Chairing role or aspiring to be as part of succession planning is being delivered in Kent with the first cohort starting in June in Ashford. This [programme](#) offers a blend of flexible learning and will take approximately three terms to complete. The course attracts DfE funding with full funding of £500 available for Development for Chairs in most circumstances. Please see here for funding and registering requirement [FAQ's](#) and click [here](#) to book your place. Detailed information on the course and booking requirements will be sent to all Chairs and Vice Chairs in the next few days. **As Chair are you accessing this course to enable best practice in driving effective leadership? How will this course support succession planning?**

[Summer District Governors Briefing](#)

The summer round of District Governors Briefings will be starting from the 30th April. Topics covered include Complaints policy and procedure, Child Sexual Exploitation and Online Safety. **Who is attending from your Board to bring back the latest news, best practice and guidance? Have you booked to attend?**

[Kelsi: Model Governor Allowances Policy](#)

It is a statutory requirement for all maintained Governing Boards, and best practice for Academy boards, to choose whether to pay allowances to Governors; should the Board agree to do so, out of pocket expenses can be reimbursed in line with an agreed policy. We have produced a model [Governor Allowances policy](#) with guiding principles to aid Boards when making their decision. **When did your Board last review its Allowances Policy?**

[Chairs Forum](#)

Governor Services and the KGA are working together on an initiative to ensure no Chair feels isolated by having access to a Chairs Forum. Questionnaire for Chairs coming soon with Forums starting term 6. Watch this space.

Governance Monthly Bulletin- April 2018

For All Governors, Clerks & School Leaders



[New course – School website training for governors](#)

We are running a new course in Broadstairs on [Websites- your shop window to the world \(5a-Compliance\)](#), free as part of our core programme. This has two focuses: website compliance, a Board accountability and website accessibility and appearance. We are looking for feedback from those that attend and have a limit of 20 places available, so it will be on a first come basis. More courses planned within the new programme.

[GDPR](#)

The General Data Protection Regulation (GDPR) does not specifically require governors to use a school email account when communicating on governing board matters however Principle 5 states:

1. Link to the GDPR principles (article 5) on the ICO website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

(f) is the principle we should specifically reference in respect of security of personal information that we collect and use:

f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

The GDPR does mean you should be doing everything in your power to keep personal information secure and prevent a data protection breach. This means the use of school email accounts by all governors is strongly advised and **we have made this a requirement as part of signing up to both our Governor Training and Clerking Service Level Agreements.**

Please see instructions below on how to governors can change their email addresses on CPD once they have been given a school secure email address.

Changing your email address on CPD (for governors)

Once your school has given you a school secure email address you can change your email address on CPD by:

- Logging onto CPD Online <https://cpdonline.kentcpdonline.org.uk> and selecting the ‘**purple governor training portal**’ and log-into your own account with your user name and password (if you have any trouble accessing your account on CPD please email kentcpdonline@kent.gov.uk)
- Click on ‘My CPD Online’ (on the blue banner across the top of the page) and select ‘change contact details’
- Then scroll down to the email address and enter your new email address
- Click submit (at the bottom of the page)

A school-based email account will ensure the security and integrity of the information:

The process of obtaining a secure school email account can be undertaken by the school’s IT department and is quick and easy to action. Please can all Chairs of Governors ensure this is on your agenda to be put in place by the end of May. **This will be a requirement for both our Governor Training and Clerking SLA from the 24th May 2018.**

Suzanne Mayes – Governor Services Manager: Suzanne.Mayes@kent.gov.uk

North Kent (Dartford, Gravesham, Sevenoaks): Please contact Leadershipgovernancecentral@kent.gov.uk

South Kent (Ashford, Dover, Shepway): Tina Gimber tina.gimber@kent.gov.uk

East Kent (Canterbury, Swale, Thanet): Lorraine Monkhouse lorraine.monkhouse@kent.gov.uk

West Kent (Maidstone, Tonbridge and Malling, Tunbridge Wells): Julia Durcan julia.durcan@kent.gov.uk