

East Kent

District Governor

Briefing

Summer 2017

Welcome

Agenda

Welcome

Lorraine Monkhouse
Area Governance Officer, East Kent

2 Pupil Inclusion and Attendance
Lee Kennedy
Area Inclusion & Attendance Lead, East Kent

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)**

School Attendance: Information for Governors

Alison Coyle, Inclusion & Attendance Adviser
Lee Kennedy, Inclusion & Attendance Adviser

PRU, Inclusion and Attendance Service (PIAS)

Wednesday 24th May 2017

School Attendance

- 2015/16 attendance in Kent improved from 4.9% to 4.7% absence but was below the national average which remained at the same rate (4.6%)
- The most common reason for absence was illness - 57.3%
- Absence due to family holiday increased from 7.5% to 8.2%

Early Help and Preventative Services

- PRU, Inclusion and Attendance Service (PIAS) is part of Early Help and Preventative Services
 - In many cases the root causes of poor attendance are family and social issues
 - PIAS – support for schools, prosecutions and PNs
 - Every school has a named **School Liaison Officer**
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School Liaison Officers

- Advice, support and training on procedures, strategies and projects
- Attendance Network Meetings
- Register Audits
- Casework and preparation of cases for prosecution

Legal Responsibility of Parents

- The Education Act 1996 states: 'If any child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, his parent is guilty of an offence.'
- The responsibility to ensure regular school attendance rests solely with the parent(s). Failure to ensure regular school attendance is a criminal offence.

Legal Responsibilities of Schools

- The Education (Pupil Registration) (England) Regulations 2006
- Removal from roll
- Marking of registers – DfE guidance Nov 2016
- Section 434(6) Education Act 1996

Promoting good attendance

- Whole School Ethos
- School Attendance Policy
- Home/School Agreement
- Activities in school
- Individualised support

Persistent Absence

- The government now classes any pupil with attendance below 90% as a 'persistent absentee'
- Schools report their PA rate to the DfE
- Schools should have systems in place to track PA pupils and prevent pupils becoming PA
- 90% - perception of parents

Tackling Poor Attendance

- Close monitoring – cohorts and individuals
- School Action
- Referral for Early Help support
- Referral to PIAS for prosecution - key referral criterion - below 90% attendance with a minimum of 10 days' unauthorised absence

Referral Criteria – School Action

- Contact with parents
 - Offer of appropriate support to both parents and pupil including Early Help Notification
 - Known medical issues investigated and advice sought - eg School Nursing Service.
 - Parents must be made aware that absence is not authorised - the decision to authorise absence rests solely with the Headteacher.
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Penalty Notices

- Schools can use PNs if this is included in the school's Attendance Policy and has been widely and regularly publicised
- Revised Code of Conduct April 2017
- A PN can be issued instead of prosecuting the parent in the Magistrates' Court.
- A PN can be issued for poor attendance (including persistent late arrival), holidays in term-time and where an excluded child is found in a public place during school hours

Children Missing Education

- A child of compulsory school age who is not on roll of a school and is not receiving suitable education otherwise
- When the whereabouts of children are unknown and the school has made every effort to find them

Children Missing Education – a school's duty to report

- Children Missing Education via DFD eg:
 - A child has moved out of the area but the Common Transfer File has not been requested by another school
 - A child has emigrated
- Removal from roll via DFD

Questions to ask

- Is the School Attendance Policy up to date and in line with latest DfE guidance and KCC Code of Conduct?
 - Is there effective communication with parents?
 - How is good attendance promoted and poor attendance addressed?
 - Are sufficient time/resources given to attendance?
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Sources of Information

- KELSI –
www.kelsi.org.uk/pru-inclusion-and-attendance-service-pias
- Attendance Network Meetings
- Named School Liaison Officer
- Melanie Higgins, Area Inclusion & Attendance Lead
- *melanie.higgins@kent.gov.uk*

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

