

Welcome back as we start a new academic year. We have some changes to our Governor Services Team which I would like to share with you. We say goodbye and thank you to Joanne Beale and are delighted to confirm that we have appointed a new Area Governance Officer to North Kent, Jo Hinde. Jo comes with extensive governance experience and will be a great asset to an already experienced, knowledgeable and dedicated team. I am sure you will welcome her as she starts in mid-September.

### [Headteacher Briefing](#)

Please [click here](#) to access Patrick Leeson's June Headteacher briefing presentation, where information on the New Education Services Company and outline proposal for a LA MAT can be found. The Company will be launched at the [EduKent Expo and conference](#) which takes place on the 8<sup>th</sup> November. Speakers include; Mark Cole, HMI South East Region Ofsted; David Laws, Executive Chairman, Education Policy Institute and Roger Black MBE, Olympic Medalist & two time World Champion. Have you [registered](#) for your free space?

### [School Improvement Services SLA](#)

The latest [SLA](#) has been released containing services which offer a proven track record in improving teaching and learning, from assistants through to your leadership team and making sure that Governors make the most of their hugely important role in the success of the school or academy. This can be a good tool for governors to understand the training available for staff related to the priorities within their school. [Offers](#) included for Headteacher appraisals where Boards in maintained schools have a statutory duty to appoint an external adviser for advice and support are 0.5 day (half day) £300 PAYG or 5 SLA credits. The Half day will include reviewing and setting targets, drafting bullet points for Governors to write up the appraisal report **OR** 1 day £600 PAYG or 10 SLA credits. The One day will include review and target setting meeting, writing appraisal report for Governors' to inform their mid-year review. Governor services is on page 24 and offers include Governing Body Meeting observation; GB minutes review; Governing Body Activities/Projects; Reviews of governance; Governor Training and Development Programme and clerking service. How are you going to use this tool to aid your boards effectiveness?

### [Governor Resources](#)

Over the summer the [clerks and governor resources page](#) on Kelsi has been updated with a new compliant code of conduct, circle model terms of reference and monitoring visits policies for either a circle or committee governance model. Codes of conduct and monitoring policies need annual approval with reference to each within them. Does yours? Is your monitoring schedule based around the priorities in the board approved school improvement plan? Have you evaluated your working model of governance? What impact did it have last year? Does it need changing? Have you the right number of governors to implement your chosen governance model?

### [District Governor Briefings](#)

The first round of DGB's will be with us by the end of September. This session will relate to the district, area and national context for educational provision and school performance. The Ofsted framework and governance handbook mentions the requirement for all boards to be able to understand the national and local educational landscape. Are you ensuring that there is a representation from your board attending and feeding back this vital information?

### [STPCD](#)

In readiness for the Headteacher performance management panels and pay committee meetings the latest [School teachers' pay and conditions document](#) 2017 and guidance on school teachers' pay and conditions has been released effective from 1<sup>st</sup> September. This statutory guidance sets out what maintained schools, governing boards and local authorities must do to comply with the law. To accompany this the document [implementing your school's approach to pay](#); guidance for maintained schools and local authorities has been released. It will help maintained schools set school leaders' pay; manage performance-related pay progression; meet their equalities responsibilities; use appropriate evidence when making appraisal and pay decisions; manage pay decision appeals. They are essential reading for all members of pay and Headteacher performance management committees. Governing Boards need to ensure that they have held their pay committee meetings by the 31<sup>st</sup> October and Headteacher performance by 31<sup>st</sup> December, with best practice for the Headteacher performance management to have taken place prior to the rest of the teaching staff. Have you got your pay committee meeting and Headteacher performance management meeting organised? Have your panel/committee members undergone performance management training?

### [Edubase/ GIAS](#)

Edubase is changing on the 15<sup>th</sup> September to become [GIAS](#) (Get Information about Schools). It is a statutory requirement for Edubase/GIAS to be kept up to date. From the 1<sup>st</sup> September for any governance change within an Academy trust at all levels, Edubase/GIAS needs to be updated within 14 days of said change taking place. For Maintained schools the regulations state GIAS/Edubase needs to be updated as soon as possible. Updates include change of business interests, establishments governed, appointments, resignations, removals as well as terms of office and role. Edubase needs to mirror your school website governance published requirements and KentCPD online. Have you checked yours? Has your attendance record for 16-17 academic year been uploaded to the school website?

### [LA Governor Nominations](#)

The closing dates for Local Authority Governor nominated applications are the 16th September and 28th October 2017. Outcomes will be announced by the end of October and start of December respectively. We would like to remind boards that once the approval is confirmed and appointed at their next FGB meeting, that it is imperative that the result and minutes are emailed to the Leadership and Governance Team to complete the statutory process and update CPD on-line.

### [GDPR](#)

The EU General Data Protection Regulation (GDPR) which was approved in 2016 comes into force in the UK on 25<sup>th</sup> May 2018 and will replace the Data Protection Act 1998. We are currently awaiting the forthcoming Data Protection Bill, which should fill in some of the gaps in the GDPR (where EU member states are left to produce their own laws to fit their circumstances while keeping within the GDPR framework). The full text of the Bill should be published in early September. What must be recognised is that GDPR is an evolution in data protection, not a total revolution. It demands more of organisations in terms of accountability (must be able to demonstrate compliance) for their use of personal data and enhances the existing rights of individuals. GDPR is building on foundations already in place in the Data Protection Act for the last 20 years. If you are already complying with the terms of the Data Protection Act, then you are already well on the way to being ready for GDPR. As and when more information is made available by the Information Commissioners Office (ICO) we will publish it on KELS. Please follow this link on KELS for more information on what you should be doing in preparation for the GDPR: <http://www.kelsi.org.uk/school-management/data-and-reporting/access-to-information/the-general-data-protection-regulation-gdpr>

### [Academies financial handbook 2017](#)

The new Academies Financial Handbook has been released by the EFSA effective from September 1<sup>st</sup>. The handbook sets out the financial management, control and reporting requirements that apply to all academy trusts. Outline of **some** of the main changes are; Updated information about the roles of members and trustees to provide greater understanding of expectations, including emphasis on having significant separation between the roles of members, trustees/directors and local governors; Annual letters to trusts' accounting officers from ESFA's accounting officer about the accountability framework **MUST** be discussed by the board with action taken where appropriate to strengthen the trust's systems. Additional information for trusts about improving efficiency; Emphasis on the importance of addressing any skills gaps, using reference to the competency framework, on the board at key transition points such as trust growth periods whilst referring to the key features of effective governance in the Governance Handbook when assessing board effectiveness remembering the importance of the seven principles of public life; Edubase updating; Updated references to submission of budget information to ESFA; Decisions about levels of executive pay must follow a robust evidence-based process; Clarification that trusts' delegated authority to make non-statutory/non- contractual staff severance payments under £50,000 is before income tax and other deductions; introduction of an academies' sector annual report and accounts. How is your Trust board ensuring the governance within it has seen and referenced all the changes?

### [PE and sport premium for primary schools](#)

DfE has released the [PE and sport premium funding amounts](#) for 2017 to 2018. Schools with 17 or more eligible pupils receive £16,000 and an additional payment of £10 per pupil. This is a significant increase. How is your board ensuring the funding is used to make additional and sustainable improvements to the quality of PE and sport offer?

### [Guidance on new powers to remove elected governors.](#)

With the five year disqualification term Governing bodies are expected only to exercise the power to remove an elected governor in exceptional and serious circumstances where the actions or behaviour of the elected governor warrants removal rather than suspension. The new [constitution of governing bodies of maintained schools statutory guidance](#) clearly outlines the removal process with reference to an annually approved code of conduct, detailing within it the circumstances/breaches in which the governing body may suspend or remove a governor. Is your code of conduct fit for purpose?

### [Safeguarding](#)

The KCC safeguarding policy has been updated for September 17 compliant with the current Keeping Children Safe in Education. All boards **must** ensure that they approve the new policy which can be found [here](#) . Is the safeguarding policy on your board agenda? Have all school staff and governors had their annual safeguarding training? Have all staff read and understood KCSIE 2016 part 1 and for governors part 2. Has the school filled in the [Annual Report to Governing Body on Safeguarding Children](#) providing a report to the Governing Body on Safeguarding practice that enables the Governing Body to monitor compliance with the requirements of statutory guidance and to identify areas for improvement?

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