

Governance Monthly Bulletin - June 2018

For All Governors, Clerks & School Leaders



Welcome to the June 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.

Department for Education Updates

Updated Guidance - Charging for school activities in maintained schools

The [guidance](#) is to help governing bodies, school leaders, school staff and local authorities set out their policies on charging and remission for school activities and school visits. The guidance outlines what schools can charge for voluntary contributions and reduced charges. It has been updated to reflect the new Universal Credit regulations. **Does your Board pay regard to the guidance when reviewing and approving the Charging and Remissions policy?**

Updated Statutory guidance Keeping children safe in education from 3rd September 2018

This [guidance](#) applies to all schools and is for all governing bodies, headteachers, teachers and staff. The guidance comes into effect on 3rd September 2018. It sets out the legal duties schools must follow to safeguard and promote the welfare of children and young people under the age of 18. All school and college staff should read part 1 of this guidance and sign to say they have read and understood. All governors, including associate members and new members to the board throughout the year, should read part 2 and sign to say they have read and understood their responsibilities, which includes ensuring **all** staff have read part 1. The Board member responsible for safeguarding cannot be an associate member. DfE has updated its [advice document](#) on Sexual violence and sexual harassment between children in schools and colleges to reflect the changes in KCSIE 2018. **Is KCSIE on your Board agenda for the first meeting of the autumn term? Does KCSIE pt 2 form part of the Board induction procedure? How will Boards ensure all governors read KCSIE?**

Updated Technical guide – 16 to 18 accountability measures technical guide

This [guide](#) for governing boards which have a sixth form has been updated to include new Level 3 mathematics qualifications eligible for the TechBacc in 2018. It contains 5 headline measures in the [performance tables](#) for 16 to 18 education in 2017 and 2018 which are: progress; attainment; progress in English and maths; retention; destinations. **How does your Board triangulate and report the external evidence against the in school data trends?**

Statistics: special educational needs (SEN)

A series of national [statistic reports](#) have been released on special educational needs in England including; Statements of special educational needs (SEN) and education; health and care (EHC) plans and Analysis of children with special educational needs. These include information on educational attainment, destinations, absence, exclusions, and characteristics. **Does your Board use these as benchmarking comparisons for your school? Does your SEND governor report on the comparison?**

What schools must publish online

The DfE has updated its statutory guidance for [academies, free](#) and [maintained schools](#) on the information which schools **must** publish on their websites including the careers strategy and programme information required from September 2018. The Governing Board is accountable for the compliance. Ofsted check website compliance, failure of which can be a limiting judgement. **Is website compliance an item at your summer term Board meeting? How often during the school year does your Board check the school website to ensure it is kept up to date with any changes to policies, staff and governors? Have you attended, or can you host our governor website training course?**

New - Staffing and employment advice for schools

This [guidance](#) applies to school leaders, staff and governing bodies in all schools and academy trusts. It will help with managing staffing and employment issues and making recruitment decisions. For maintained schools the guidance signposts the mandatory requirement for an LA Adviser for Headteacher recruitment as working with the schools HR provider for all staff related issues. **Have all your Board read this guidance? How is it stored for future reference?**

New - Good estate management for schools: tools

This [toolkit](#) contains tools to help you make sure your organisation has the right skills, processes and policies in place including and [audit tool](#), [10 top estate checks for Boards](#) and [strategic estate management](#) linked to your school vision. **How will the Board triangulate the completed audit tool when approving the asset plan and strategic estate vision? Is this on your Board or committee agenda? Do you link your estate to the strategic vision?**

Ofsted updates

Guidance - Inspecting schools: leaflet for schools

This [leaflet](#) outlines the school documents Ofsted wish to see during an inspection and the way they seek the views of parents, pupils and staff. From governing boards this includes documented evidence of the work of governors and their priorities, including any written scheme of delegation for an academy in a multi-academy trust. **How can your Board evidence your and the schools' priorities within your documents?**

Guidance - Using Ofsted's Inspection Data Summary Report

This [guidance](#) explains how Inspectors and schools should interpret Ofsted's IDSR, including general guidance on using the new IDSR for key stages 1 and 2 and guidance on areas to investigate. **Have all board members seen the IDSR and can interpret the data? Is there documented evidence of your evaluation of the IDSR against current school priorities?**

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National Governance Association Updates

Joint Letter to school governors and trustees In celebration of Volunteers' Week the National Governance Association, the Association of School and College Leaders and the National Association of Head Teachers have published a [joint letter](#) to thank school governors and trustees for their remarkable contribution to education.

Diverse governing boards will make schools successful for everyone: To increase the number of ethnic minority and young school governors, Inspiring Governance and the NGA have launched a [joint campaign](#), Everyone on Board. The campaign features six serving governors sharing insight from their personal experiences on why the volunteers leading schools need to be diverse so that they are successful for everyone.

Updated guidance Latest guidance and updated resources for members include: Pupil Premium; GDPR, questions covering boards should be asking; Clerks and GDPR; Ofsted top tips. If you are not a member and would like to access any of the above NGA standard board [membership](#) starts at £90.

Skills Audit and matrix: The NGA has update its [skills audit and matrix](#) which is free resource for all. This tool should be used as part of the Boards annual self-evaluation review. **Has your training and development governor downloaded this tool? Have they undertaken the Governor Training and Development course? How will your Board use this resource as a part of succession planning?**

NGA Leading Governance - DfE support development for Chairs and Aspiring 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 September at the Holiday Inn, Maidstone. The second starts in February 2019 and the third in September 2019. 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 in most circumstances. The programme includes: three face-to-face workshops focusing on leadership development: 360-degree diagnostic to evaluate strengths and development needs: access to interactive e-learning modules and resources; mentor support and support with creating a school-based project and action plan. Please see [here](#) for funding and registering requirement FAQ's and click [here](#) to book your place. Two references are required. Governor services can be a referee. Develop your leadership skills and confidence. Lead and support your governing board to have real impact on your school's improvement. **As Chair have you signed up? How will this course support succession planning? SIGN UP NOW!!!**

Governor Services Updates

The Professional Clerk

The new development programme for Clerks of all school and academy governance boards has been launched and is being delivered in Kent. 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> Is this part of your Clerk's Performance Management?

Parent Councils Further to the guidance we issued in our March Monthly Bulletin regarding VA schools establishing a parent council we have been currently working with NGA, NCOGS and The Church of England Education Office to establish whether this does in fact apply to VA schools as there has been some debate on the matter. Consequently, we would advise you to that this guidance does not apply to VA (voluntary aided) schools and there is no requirement for these schools to establish a parent council. Church schools should contact their local diocese if further clarification is required.

Kelsi - Model Governor Allowances Policy For maintained schools it is a statutory requirement to regularly review and consider the adoption of an allowances policy for governing boards. We have developed a draft model [policy](#) to aid your Governing board when reviewing and making the decision. This policy can be used for best practice within academies. **When did your Board last update your Allowances Policy?**

Kelsi - Constitution/ Reconstitution Information sheet An [information sheet](#) on the process is available on Kelsi to help maintained school clerks and Governing Boards when evaluating the effectiveness and stakeholder make up of their board. **Do you annually review your constitution?**

Updated Complaints Policy The KCC School Complaints [Model Policy](#) has been revised on Kelsi to provide clarity on the process for a complaint against a Headteacher and governor. Add this policy to be updated at your next Governing Board meeting. Please ensure when handling a complaint, you follow to the letter the school complaints policy as found on your school website.

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In house and Bespoke training

Have you as a Governing board considered your whole Boards governance training needs and booked a Board training session either as an in school, bespoke or shared with those in your collaborations?

Those who have commissioned in house Board training comment on the impact of all hearing the same message and being able to discuss straight away areas for Board development, of which the discussions and action planning can formulate both within and continue outside of the session.

We can deliver a variety of 'off the shelf' in house courses, or a bespoke session tailored to your needs can be commissioned.

In House Sessions include:

Strategic Vision and Values- How to unpick the Boards core role in ensuring clarity of vision, ethos and strategic direction. Ideal for the summer or early autumn term as the Board and School evaluates and reflects on the mid and long term vision.

Strategic Challenge and Impact- How to ensure your Board is effectively holding the executive school leaders to account for the educational performance of the school and its pupils and evidencing the challenge.

Pack types- Understanding the individuals within your Board to ensure team working. This can also show those who have the characteristics and traits required as part of succession planning.

Self-Evaluation for Good Governance- To aid your Board in evaluating your effectiveness in triangulating self-evaluation and school priorities.

Effective Monitoring Visits- to gain understanding of how monitoring visits will have impact as part of board monitoring and evaluation for either the circle or committee-based governance structures.

Understanding Effective Governance To understand the Boards role as described in the Governance Handbook and Competency Framework for Governance within the six key areas of effective governance.

Be prepared for Ofsted- To understand the common inspection framework and the governance evidence required

Consultancy- for a charge of £60 an hour we can attend to consult on succession planning, evaluation, best practise etc.

Reviews of Governance- Various models to suit your Boards needs

Ofsted - Inspection Handbook

"The effectiveness of governors in discharging their core statutory functions and how committed they are to their own development as governors in order to improve their performance."

FOR FURTHER INFORMATION AND PRICES ON ANY OF THE ABOVE CONTACT YOUR AREA GOVERNANCE OFFICER