

Governors' Essentials



Newsletter for Governors and Clerks

Issue 67

Date: October 2017

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Item		
1	<p>Department for Education (DfE) consultations</p> <p><u>Working Together to Safeguard Children: revisions to statutory guidance</u> The DfE is seeking views on significant revisions to Working Together to Safeguard Children, the statutory guidance on what is expected of organisations to safeguard and promote the welfare of children</p> <p>These revisions reflect the legislative changes introduced through the Children and Social Work Act 2017.</p> <p>Closes on 31 December 2017.</p> <p>To view all live consultations, please see the DfE's website.</p>	

Ofsted updates

[School inspection handbook](#)

Updates have been issued for both the School Inspection Handbook [77 pages] and the Ofsted inspections: Myths [4 pages], as follows:

- Changes to the Outcomes for pupils section reflecting changes to GCSE grades and data reports (a new IDSR)
- Updates to Clarification for schools section and mythbuster document around myths and misunderstandings
- Clarification of arrangements for meeting relevant members of the governance structure and inclusion of chief executives or equivalents in inspections of academies in multi-academy trusts
- New content explaining what happens to schools that receive the 'requires improvement' and 'inadequate' judgements

[Handbook for short, monitoring and unannounced behaviour school inspections](#)

The Short inspections of schools section has been updated reflecting the outcomes of a recent consultation; clarifications to the sections on Monitoring inspections; clarifications about engaging with those responsible for governance and inclusion of chief executives or equivalents in inspections of academies in multi-academy trusts; and updates reflecting changes to data reports (Analyse School Performance and the new inspection data summary reports or IDSR).

[HMCI's commentary: October 2017](#)

Ofsted's Chief Inspector, Amanda Spielman, discusses findings from recent research into the primary and secondary curriculum.

Inspecting governance, an Ofsted webinar for schools' governors and leaders in the East of England on 27 November 2017 at 6.00 pm

At this webinar Ofsted will be talking about inspecting governance in schools. The webinar is aimed at governors and leaders in schools as well as local authority colleagues.

Ofsted is looking to engage more direct with governors and leaders in schools so that you can hear from it first hand. Ofsted would also like to hear your views, experiences and concerns.

You will hear from Paul Brooker, Regional Director for the East of England and some of his colleagues who will talk about how Ofsted inspects governance in maintained schools and academies.

Sally Dakin

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	<p>When you register for the webinar you will have the opportunity to pose questions direct to the regional team and to shape the event by telling them what you would like them to cover when talking about inspecting governance.</p> <p>To register, go to the following link:</p> <p>https://attendee.gotowebinar.com/register/3551640647323988737</p>	
3	<p>HR updates</p> <p>Annual Schools Workforce Census Information and guidance in relation to the Annual Schools Workforce Census information has been provided by the DfE with the census day being set as Thursday 2nd November 2017.</p> <p>Please note all maintained schools must upload their return to COLLECT by 17th November 2017. This allows time for Central Bedfordshire Council to check errors and authorise the return by the DfE's deadline of 1st December 2017.</p> <p>It is important that all maintained schools test their log-in details to COLLECT at the earliest opportunity as it can take up to 2 weeks for a response from the COLLECT help desk. All requests and queries for password resets or new log-in details should be made via the online form which can found by clicking here.</p> <p>Further information and guidance relating to the Census can be found on the DfE's website. Schools should ensure they have downloaded and are following the guide for maintained schools. In addition, a further guidance document is available detailing what notes can be entered next to COLLECT queries.</p> <p>To view the validation rules please select School workforce census 2017: validation rules.</p> <p>If you have any further queries that cannot be answered by the webpages linked above, please email teachers.pensions@centralbedfordshire.gov.uk.</p> <p>Teachers' Pensions - Monthly Data Collection (MDC) Teachers' Pensions has introduced Monthly Data Collection (MDC) so that real time information about a teacher's service is captured and thereby removing the need to complete TR6, TR8, TR27 forms and the Annual Service Return.</p>	<p>Bronwen Anderson / Sarah Reed HR Policy Officers HR Policy & Implementation Tel: Bronwen on 0300 300 6458 or Sarah on 0300 300 4338 Email: hrrservicesschools@centralbedfordshire.gov.uk</p>

This will mean that payroll providers must complete the MDC template provided on the Teachers' Pensions' website and submit it to schools for checking and approving, on a monthly basis, along with their Monthly Contributions Breakdown spreadsheet. The MDC process will be very similar to the Annual Service Return but it will be completed monthly instead of yearly, which will help schools to identify and rectify any service errors or omissions sooner rather than at the end of each year.

All MDC data must be submitted to Teachers' Pensions no later than the 7th of each month and the Council has decided that MDC data for all schools (those who currently submit their ASR to us) will be uploaded by the Council rather than by payroll providers.

As the Council has committed to go on board with MDC, Teachers' Pensions will require us to undergo a three month trial period and we have been notified that this will commence from 1st October 2017. It is important that schools liaise with their payroll provider to let them know that they must complete and return to them for checking, the MDC information for the complete calendar month of October 2017 thereon in.

Due to MDC commencing from 1st October 2017, the period covering April 2017 to September 2017 will show as missing service for teachers. In order to avoid this, schools' payroll providers must complete a final and retrospective Annual Service Return to cover the period April 2017 to September 2017 only.

Information on the MDC process and timelines involved are reflected in our Teachers' Pensions' Policy which can be found on the [Schools' Portal](#).

It is advised that schools liaise with their payroll provider at the earliest opportunity once they have read the revised Teachers' Pensions' Policy to set out how the school and their provider will communicate and work together to achieve this.

HR Policy Updates – Important Information

The below policies for schools have been consulted upon and agreed with our recognised teaching and non-teaching trade unions:

Policy	Location
Fixed term & other temporary contracts of employment – management guidelines	Schools Personnel Handbook, Chapter 2, section 2.7
Teachers' Pension Policy	Schools Statutory Service, Pensions

	<p>Headteachers and governors of all community and voluntary controlled schools and nurseries (and maintained schools which adopt CBC policies) are advised to update themselves with these documents before ensuring that each policy is formally adopted by the school and recorded in the minutes of the meeting of the governing body at which they are formally adopted.</p> <p>IR35 With effect from 6th April 2017, the IR35 legislation was implemented. Under these rules, public authority employers are required to identify workers who do not fall within the HMRC's definition of 'self-employed'. Those who are identified as falling under these rules will be liable to tax and National Insurance deductions.</p> <p>As such, schools need to assess any contractors/consultants working at their school, who provide services through a limited company, who are paid either by a supply agency or via invoices rather than through payroll to see if IR35 applies.</p> <p>Since this legislation was implemented, the Council has received queries from schools relating to the IR35 assessment and if anyone they engage falls within scope. We must re-iterate that the Council is unable to provide advice to schools on this assessment and so schools are advised to liaise with their HR/Payroll advisers or seek independent advice from a tax adviser on their specific situation. The Council's advice is that if the worker meets the IR35 criteria they should be engaged by the school on a Pay As You Earn (PAYE) basis and paid on the school's payroll or by a third party agency (who is engaging them via PAYE).</p> <p>A number of Council services have also been affected by the Regulations and where the IR35 assessment has been met by the worker we are ensuring the relevant PAYE deductions and arrangements are made.</p> <p>We would like to remind schools of the IR35 guidance issued in issue 314 of Central Essentials which can be accessed by clicking here.</p>	
4	<p>Proposed change of age range for Templefield Lower School, Flitwick The governing body of Templefield Lower School, Flitwick is consulting on a proposed change of age range from 4-9 to 3-9 years.</p> <p>Templefield Lower is a community school; this consultation is the first part of a two-stage consultation process and the change will ultimately be determined by the Council. This initial preliminary consultation closes on 14 November 2017.</p> <p>A list of all changes to school and academy age ranges, both determined and currently proposed, is available on our website here.</p>	<p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov</p>

5	<p>Update regarding the Education and Skills Funding Agency’s (ESFA) Condition Data Collection Programme</p> <p>A list of schools that are to be visited within the 3rd tranche of this programme has now been released and it includes 17 schools within Central Bedfordshire (see list).</p> <p>The full list is available, along with information regarding the programme, which was launched in January 2017, on the GOV.UK website here.</p> <p>The programme involves a visit to every government funded educational establishment providing nursery, primary and secondary phase education in England between now and Autumn 2019 to collect building condition data, information about building management and compliance documentation, and other contextual information.</p> <p>This information will be used by the Department for Education (DfE) and ESFA to help inform future condition funding allocations, and will also help them to understand more fully, the nature, use and management of the education estate.</p> <p>Prior to each visit, schools will be contacted by the organisation that will carry out the visit and asked to complete an online questionnaire.</p>	<p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov</p>
6	<p>Central Essentials</p> <p>Central Essentials (CE) is the newsletter emailed to schools on a weekly basis. Some of the information included in CE is also repeated in Governors’ Essentials. CE can be accessed on the Schools’ Portal.</p>	
7	<p>School Governors One Stop Shop (SGOSS)</p> <p>SGOSS is a free online governor recruitment service which means schools/academies can register their governor vacancies direct.</p> <p>Signing up with SGOSS allows you to create a school profile, add/remove/edit your vacancies, list any specific skills requirements, and gain access to additional resources and guidance to help with staff and parent vacancies.</p>	
8	<p>Inspiring Governance</p> <p>Inspiring Governance is an online recruitment service, connecting volunteers with governing boards in schools and colleges. It is funded by Government. If you have vacancies on your board, register them here.</p>	
9	<p>Governor training programme 2017/2018</p> <p>Details of the new governor training programme are now available and information regarding courses available in November 2017 can be found below:</p>	<p>Joanna Brown Commissioning and Partnerships Officer Tel: 0300 300 8105/6598</p>

November

- GT65 – Promoting British Values through SMSC on 14 November 2017 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT67 – Pupil Premium and other funding on 15 November 2017 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT69 – Recruiting and appointing a new school leader on 22 November 2017 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm

Course Cost:

Free to subscribing governing bodies

Ad hoc

Schools	Academies
£105 per session	£115 per session
£158 per half day session	£173 per half day session
£315 for a whole day course	£345 for a whole day course

To book a place/places, please contact Joanna Brown by emailing gov.training@centralbedfordshire.gov.uk.

Email: gov.training@centralbedfordshire.gov.uk