

# Governors' Essentials



## Newsletter for Governors and Clerks

Issue 70

Date: January 2018

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1	<p><b>Department for Education (DfE) consultations</b> To view all live consultations, please see the DfE's <a href="#">website</a>.</p>
2	<p><b>Privacy notices</b> In order to help schools comply with the General Data Protection Regulation (GDPR), the DfE has provided an <a href="#">updated model privacy notice</a> containing suggested text regarding pupils.</p> <p><b>Central Bedfordshire Council has arranged two briefing sessions for staff and governors on GDPR – please see Item 8 below.</b></p>

3	<p><b>Technical education and apprenticeships: raising awareness in schools</b>  From 2 January 2018, all maintained schools and academies must provide education and training providers with the opportunity to talk to pupils in years 8 to 13 about approved technical qualifications and apprenticeships.</p> <p>The DfE has published <a href="#">guidance</a> on what schools need to do and on publishing a policy statement together with an example policy statement.</p>	
4	<p><b>Call for evidence for Department for Education’s (DfE) review of changes to teaching of sex and relationship education, and PSHE</b>  The DfE has launched a <a href="#">call for evidence</a> as part of its review of changes to teaching of sex and relationship education, and PSHE.</p> <p>The current statutory guidance for teaching Relationships and Sex Education (RSE) that was introduced in 2000 is being updated after legislation was passed by Parliament earlier this year to make relationships education compulsory in all primary schools and relationships and sex education compulsory in all secondary schools.</p> <p><b>As part of the review process, the government is asking parents, teachers and young people to help shape the new curriculum.</b></p> <p>Full information about the review is available <a href="#">here</a> and a young people’s call for evidence can be found <a href="#">here</a>. The call for evidence will extend over an 8 week period until <b>12<sup>th</sup> February 2018</b> and <b>invites views on age-appropriate content on mental wellbeing, staying safe online and LGBT issues in the updated subjects.</b></p> <p>The online consultation should take 30 minutes to complete and is available <a href="#">here</a>.</p>	<p><b>Sarah James</b>  <b>Public Health Senior Practitioner - Children and Young People</b>  <b>Tel: 0300 3004109</b>  <b>Email: <a href="mailto:sarah.james@centralbedfordshire.gov.uk">sarah.james@centralbedfordshire.gov.uk</a></b></p>
5	<p><b>Ofsted updates</b>  <a href="#">Handbook for short, monitoring and unannounced behaviour school inspections</a>  The Handbook was updated on 21 December 2017 to reflect the changes to 'Requires improvement' monitoring and changes arising from the second consultation on short inspections. It sets out the arrangements for undertaking Ofsted inspections in the following circumstances:</p> <ul style="list-style-type: none"> <li>• short inspections of schools judged to be good at their most recent <a href="#">section 5 inspection</a> and those outstanding schools that are not exempt from section 5</li> <li>• monitoring inspections of schools judged as requires improvement</li> <li>• monitoring inspections of schools judged as having serious weaknesses</li> <li>• monitoring inspections of schools judged as requiring special measures</li> </ul>	<p><b>Sally Dakin</b>  <b>Commissioning and Partnerships Manager</b>  <b>School Improvement/Children's Services</b>  <b>Tel: 0300 300 6836</b>  <b>Email: <a href="mailto:Sally.Dakin@centralbedfordshire.gov.uk">Sally.Dakin@centralbedfordshire.gov.uk</a></b></p>

	<ul style="list-style-type: none"> <li>any inspection that is undertaken in other circumstances where the inspection has no specific designation, known as 'section 8 no formal designation inspection'</li> <li>unannounced behaviour inspections</li> </ul> <p><a href="#">Inspecting schools: guidance for parents</a></p> <p>This 8 page guidance has been updated to reflect Ofsted's revised policy on short inspections and monitoring schools that require improvement.</p> <p>Ofsted's <a href="#">School Inspection Handbook</a> has been updated to include the changes to 'Requires improvement' monitoring and changes arising from the second consultation on short inspections.</p>	
6	<p><b>HR updates</b></p> <p><b>School Pay Policy – decisions arising from the School Teachers' Pay and Conditions Document (STPCD) 2017 pay award</b></p> <p>Following the publication of the STPCD 2017 document, Central Bedfordshire Council (CBC) provided schools with information and guidance on the main changes via Central Essentials, which can be found <a href="#">here</a>.</p> <p>As a reminder, the main changes to the document can be found in Part 1 – Pay – General and provides for all schools to apply the below uplifts, backdated to 1st September 2017, which schools must liaise with Payroll providers to implement accordingly:</p> <ul style="list-style-type: none"> <li>a 2% uplift to the statutory minimum and maximum of the main pay range and;</li> <li>a 1% uplift to the minima and maxima of all other pay ranges in the national framework (including headteacher groups) and all allowances across all pay ranges</li> </ul> <p>CBC's guidance in relation to the changes in the STPCD 2017 was also shared with the Schools' Trade Unions and is available on the Schools' Portal, in Chapter 3 of the Schools' Personnel Management Handbook or by clicking <a href="#">here</a>.</p> <p>If you have not already reviewed your pay policy, it is strongly advised that the above documents are read prior to consulting on the proposals for the school's Pay Policy.</p> <p>Governing bodies must consult with staff and their trade unions and professional associations prior to the publication of their pay policy (including decisions made in relation to awarding pay increases as a result of the STPCD 2017) and it is strongly advised before doing so that advice and guidance is sought from the school's HR provider.</p>	<p><b>Bronwen Anderson / Sarah Reed</b>  <b>HR Policy Officers</b>  <b>HR Policy &amp; Implementation</b>  <b>Tel: Bronwen on 0300 300 6458 or Sarah on 0300 300 4338</b>  <b>Email: <a href="mailto:hrrservicesschools@centralbedfordshire.gov.uk">hrrservicesschools@centralbedfordshire.gov.uk</a></b></p>

The HR Statutory Services team have been informed by the Recognised Trade Unions that they have received a low number of schools' pay policies for consultation following the publication of the STPCD 2017 and CBC's STPCD 2017 Guidance for Schools.

### **Teachers' Pension Scheme**

It's now even easier for members to register for My Pension Online (MPO) as the requirement to input your Teachers' Pension Reference number (also known as DfE number) has been removed from the registration process.

There is a [poster](#) that has been created to display in staff rooms so members can find out about registering and making the most of their pension. To find out more please visit Teachers' Pensions' [website](#).

### **Employer-based childcare voucher schemes**

If a school operates an employer-based childcare voucher scheme, then from April 2018 that scheme will no longer be able to accept new entrants. This is because the Government has introduced the Tax-Free Childcare Scheme enabling parents to create an online childcare fund account with the Government and for every £8 paid into the account by the parents, the government will pay in an extra £2.

If an employee signs up and contributes towards your employer-based childcare voucher scheme before April 2018, then they will still be able to continue to receive support under that scheme for their child, however, they will be unable to receive support under the Government's tax free childcare scheme at the same time.

For more information on the new Government scheme and their calculator, please click [here](#).

### **Launch of Central Bedfordshire Council's (CBC) on-line Work Experience Programme**

We are pleased to inform you that the CBC Work Experience webpage has now been launched from which on-line applications can be made and includes a work experience handbook for students and information on our work experience programme. The website is available to students who may be interested in a placement with us and for work experience leads, class teachers or mentors.

The development of our work experience programme supports the Council's All Age Skills Strategy (2016 - 2020) for residents of Central Bedfordshire which includes specific objectives on developing work experience opportunities across the Council and the work experience handbook has been developed with support from members of our Youth Parliament.

	<p>Sue Harrison, Director of Children’s Services said that “our All Age Skills Strategy is key to shaping the future workforce in Central Bedfordshire. Work experience in a range of CBC’s services provides an ideal opportunity for our students to work with us, find out more about the services we provide to our residents and pathways to their future career.”</p> <p>For more information, how to make an application and a new way to apply for a placement with us, please see the <a href="#">link</a>.</p>	
7	<p><b>Overview of the General Data Protection Regulation (GDPR)</b>  LGSS Law Limited, Central Bedfordshire Council’s (CBC) legal services partner, will be providing a series of articles for schools regarding GDPR. The first can be found below:</p> <p>The GDPR is an EU regulation which is directly applicable to all EU Member States as from 25 May 2018. It is meant to update data protection law and practices across the whole of the EU for the digital age.</p> <p>As the UK will still be within the EU on 25 May 2018 AND as the Government is intending to continue all EU legislation under the ‘Great Repeal Bill’, it will continue to be applicable in the UK after Brexit.</p> <p><b>So what is changing?</b>  Much of the GDPR is very similar to the requirements under the current Data Protection legislation....just with more detail. This means that you should expect to update current arrangements as well as introduce any new requirements. The main new obligations introduced by GDPR are:</p> <ul style="list-style-type: none"> <li>(i) the requirement to have a Data Protection Officer</li> <li>(ii) the accountability principle</li> <li>(iii) contract requirements</li> <li>(iv) breach reporting and</li> <li>(v) data protection by design and by default</li> </ul> <p>Updated areas include the data protection principles, the lawful basis for processing, strengthened consent provisions, enhanced individual’s rights (especially in relation to transparency) and the definition of personal data.</p> <p>Additional articles will be provided in future Governors’ Essentials focusing on each of the above in more detail, with some pointers on how to prepare for compliance.</p> <p>As detailed in Item 8 below, CBC and LGSS Law will be presenting two seminars in March.</p>	<p><b>Maria Damigos</b>  <b>LGSS Law Ltd</b>  <b>Tel: 01223 743853</b>  <b>Email: <a href="mailto:maria.damigos@lgsslaw.co.uk">maria.damigos@lgsslaw.co.uk</a></b></p>

	<p>LGSS Law Ltd is available to provide advice and in addition, the Department for Education (DfE) has provided an <a href="#">information video</a> and the National Union of Headteachers has also issued useful guidance for schools on preparing for the GDPR.</p> <p>The GDPR does allow individual countries to determine some exemptions. For the UK, these are still being decided by Parliament via the Data Protection Bill (anticipated to be the Data Protection Act 2018). You should be mindful that the exact terms of any exemptions will not be final until the Bill has completed its progress through Parliament and is passed into law.</p> <p>The above is for information purposes only and does not constitute legal advice.</p>	
<p><b>8</b></p>	<p><b>FREE General Data Protection Regulation (GDPR) briefing sessions at The Rufus Centre, Flitwick</b></p> <p>Two briefing sessions have been arranged for staff and governors in schools/academies within Central Bedfordshire, on the following dates:</p> <ul style="list-style-type: none"> <li>• Wednesday 7 March 2018 from 4.30 pm to 6.30 pm (refreshments at 4.15 pm)</li> <li>• Tuesday 13 March 2018 from 4.30 pm to 6.30 pm (refreshments at 4.15 pm)</li> </ul> <p>There will be 2 places available per school.</p> <p>The briefing will provide an overview of GDPR, tips for compliance and a question and answer session.</p> <p>To ensure that the most pertinent issues can be addressed during the briefing, please send any questions you have to Joanna Brown to collate on behalf of the presenters by the end of February.</p> <p>To book your places, please email <a href="mailto:Joanna.Brown@centralbedfordshire.gov.uk">Joanna.Brown@centralbedfordshire.gov.uk</a>.</p>	<p><b>Sean Dykes</b>  <b>Information Security Manager</b>  <b>Information Technology</b>  <b>Tel: 0300 300 4968</b>  <b>Mob: 07391 411862  </b>  <b>Email: <a href="mailto:sean.dykes@centralbedfordshire.gov.uk">sean.dykes@centralbedfordshire.gov.uk</a></b></p>
<p><b>9</b></p>	<p><b>Primary Physical Education and Sport Premium update</b></p> <p>Please see the <a href="#">guidance</a> regarding the conditions of the grant for the PE and Sport Premium funding for this academic year - 2017/18.</p> <p>Please take note of the changes to the 5 indicators that schools should see progress in and the new reporting and accountability guidance in relation to information on the school website. Schools also have to report the percentage of Year 6 pupils who are achieving the expectations for swimming – this is a new condition of the grant.</p> <p>For further guidance, please contact <a href="mailto:glynisyates@googlemail.com">glynisyates@googlemail.com</a>.</p>	<p><b>Glynis Yates</b>  <b>Education Consultant</b>  <b>Email: <a href="mailto:glynisyates@googlemail.com">glynisyates@googlemail.com</a></b></p>

<p><b>10</b></p>	<p><b>Sandy Upper School &amp; Moggerhanger Lower School – proposed federation</b> Sandy Upper School and Moggerhanger Lower School are proposing to form a federation called “The Greensand Federation”.</p> <p>The governing bodies believe that this would be an exciting opportunity to create a sustainable educational model where each school can keep its own individual identity but benefit from sharing good practice and services to support its continued development and raising of standards.</p> <p>The federation would provide the opportunity for the schools to collaborate across, teaching, learning and governance, in order to ensure that every child in “The Greensand Federation” receives an excellent, well-rounded education from 3 to 19 years.</p> <p>Information regarding the proposal is available <a href="#">here</a>.</p> <p>The consultation runs from 5<sup>th</sup> January to 9<sup>th</sup> February 2018.</p>	<p><b>Sue Barrow</b> <b>Information Manager</b> <b>School Organisation, Admissions &amp; Capital Planning</b> <b>Tel: 0300 300 5700</b> <b>Email: <a href="mailto:sue.barrow@centralbedfordshire.gov.uk">sue.barrow@centralbedfordshire.gov.uk</a></b></p>
<p><b>11</b></p>	<p><b>Wootton Academy Trust – proposed change of age range and published admission number</b> The Wootton Academy Trust operates two schools, both of which are in Bedford Borough – Wootton Upper School and Kimberley Sixth Form College. Both schools draw children from Bedford Borough and from Central Bedfordshire.</p> <p>The Trust has been consulting on a proposal to admit a small number of children into Wootton Upper at age 11 into a new year 7. There is no intention to change the current point of entry into Wootton Upper (at age 13 into year 9) meaning that children leaving a Central Bedfordshire middle school and applying to the upper school for a place in year 9 will not be affected.</p> <p>Details of the proposal and how it would be introduced are available <a href="#">here</a>.</p> <p>Responses to the consultation were required by 30 January 2018.</p>	<p><b>Sue Barrow</b> <b>Information Manager</b> <b>School Organisation, Admissions &amp; Capital Planning</b> <b>Tel: 0300 300 5700</b> <b>Email: <a href="mailto:sue.barrow@centralbedfordshire.gov.uk">sue.barrow@centralbedfordshire.gov.uk</a></b></p>
<p><b>12</b></p>	<p><b>FAO Headteachers, Governors and SEN Experts - Central Bedfordshire Council (CBC) needs voluntary members for Exclusion Review Panels</b> CBC is currently looking to recruit members for their Exclusion Review Panels. These Panels consider requests from parents and/or carers to review decisions to permanently exclude children from a particular school or academy.</p> <p><b>Required skills:</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and communication skills</li> </ul>	<p><b>Helen Bell</b> <b>Governance Services Officer</b> <b>Governance Services</b> <b>Resources Directorate</b> <b>Tel: 0300 300 4040</b> <b>Email: <a href="mailto:helen.bell@centralbedfordshire.gov.uk">helen.bell@centralbedfordshire.gov.uk</a></b></p>



- Good literacy and listening skills
- Ability to empathise and understand what drives and affects different people
- Ability to remain calm and stand firm about your own views, where appropriate
- Ability to listen with an open mind to others with different views
- Sound judgement
- Integrity, fairness, courtesy, tolerance and decisiveness
- Ability to work with other Panel members
- Be able to prepare in advance by reading appeal documents electronically and to give time during the working day, in school term-time, to hearing reviews

### **Description of the role**

The Panel considers representations, oral and/or written, by parents, the headteacher, the governing body and the admissions authority.

Parents may require a SEN expert to attend. Following the review, the Panel makes its decision. These Panels are made up of one member from each of the following three categories:

- **A lay member to chair the Panel who has not worked in any school in a paid capacity, disregarding any experience as a school governor or volunteer**
- **A governor who has served as a governor for at least 12 consecutive months in the last five years, provided they have not worked as teachers or headteachers during this time**
- **A headteacher or individual(s) who have been a headteacher within the last five years**

If you meet any of the above criteria or if you are a SEN expert and are interested in becoming a Panel member, we would really like to hear from you. This work can be very rewarding and your contribution could really make a difference to families and schools in Central Bedfordshire.

Panel members are indemnified against any legal costs connected. Appointment as a panel member is subject to receipt of mandatory training, without which you would not be eligible to serve.

If you are interested, please email [Education.appeals@centralbedfordshire.gov.uk](mailto:Education.appeals@centralbedfordshire.gov.uk) setting out any experience you may have and why you think that you would be good for the role.



13	<p><b>Central Essentials</b>  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 <a href="#">Schools' Portal</a>.</p>	
14	<p><b>Governors for Schools (formerly SGOSS)</b>  <a href="#">Governors for Schools</a> is a free, online governor recruitment service which has 'access to a wide talent pool of skilled volunteers from big name organisations'.</p> <p>The vacancy form allows schools to specify exactly the skill set required and Governors for Schools introduces schools to candidates matching those requirements.</p> <p>Governors for Schools brokers the relationship with potential governors on schools' behalf, saving schools valuable time and ensuring that volunteers are prepared for the role.</p>	
15	<p><b>Inspiring Governance</b>  <a href="#">Inspiring Governance</a> connects skilled volunteers interested in serving as governors and trustees with schools in England. It also provides free support for volunteers and governing bodies.</p>	
16	<p><b>Governor training programme 2017/2018 – courses available in February and March</b>  Please see the details of the <a href="#">governor training programme</a> and information regarding courses available in February and March 2018 can be found below:</p> <p><b>February</b></p> <ul style="list-style-type: none"> <li>• GT87 – Understanding performance data primary on 8 February 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm</li> <li>• GT50 - Health and safety in a school/academy setting on 21 February 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm</li> </ul> <p><b>March</b></p> <ul style="list-style-type: none"> <li>• GT45 – Finance for maintained school on 8 March 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm</li> <li>• GT47 – Governors' monitoring visits on 12 March 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm</li> <li>• GT53 – Improving attendance and reducing the need to exclude on 14 March 2018 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm</li> <li>• GT72 – Safeguarding/child protection on 20 March 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm</li> </ul>	

**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](mailto:gov.training@centralbedfordshire.gov.uk).

**On-line learning**

For subscribing governing bodies, governors have access to a suite of **on-line learning** through [Learning Link](#) (which is provided by the National Governance Association). As it is e-learning, governors have the flexibility to complete the modules at a time that suites them and as progress can be saved, the courses can be completed in 'bitesize chunks'.