

# Governors' Essentials



## Newsletter for Governors and Clerks

Issue 71

Date: February 2018

INDEX	Item	
<p><b>Item</b></p> <ol style="list-style-type: none"> <li>1. Department for Education (DfE) consultations</li> <li>2. Ofsted updates - Amanda Spielman's speech at the Church of England Foundation for Education Leadership</li> <li>3. Implementing the Careers Strategy: A Careers and Enterprise Company Briefing</li> <li>4. Message from Sue Harrison, Director of Children's Services</li> <li>5. HR updates - Disclosure and Barring Service (DBS) checks for centrally employed Central Bedfordshire Council (CBC) staff visiting schools/Teachers' Pensions Updates</li> <li>6. General Data Protection Regulation (GDPR) information</li> <li>7. Review of the RE Agreed Syllabus</li> </ol>	<ol style="list-style-type: none"> <li>8. Free Safeguarding Network Event on 16 March 2018 from 12.30 to 16.30 at The Rufus Centre, Flitwick</li> <li>9. FREE General Data Protection Regulation (GDPR) briefing sessions at The Rufus Centre, Flitwick</li> <li>10. Central Essentials</li> <li>11. Governors for Schools (formerly SGOSS)</li> <li>12. Inspiring Governance</li> <li>13. LSCB course - Safer Recruitment for Managers on Wednesday 21st March 2018 at the Bedford Golf Club, Great Denham, MK40 4FF from 9.30 am to 4.30 pm</li> <li>14. Development for Clerks - Level 3 Certificate in Clerking of School and Governing Boards</li> <li>15. Governor training programme 2017/2018 – courses available in April and May</li> </ol>	
Item	Contact	
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>Ofsted updates</b></p> <p><b>Amanda Spielman's speech at the Church of England Foundation for Education Leadership</b> HM Chief Inspector Amanda Spielman <a href="#">discusses</a> diversity, ethical leadership and faith schools.</p> <p><a href="#">Guidance - Using Ofsted's inspection data summary report (IDSR): 16 to 19</a> Ofsted has updated this document by adding guidance for using the inspection data summary report (IDSR) for 16 to 19 and removing documents about the old inspection dashboard.</p>	<p><b>Sally Dakin</b> Commissioning and Partnerships Manager School Improvement/Children's Services Tel: 0300 300 6836 Email: <a href="mailto:Sally.Dakin@centralbedfordshire.gov.uk">Sally.Dakin@centralbedfordshire.gov.uk</a></p>

<p><b>3</b></p>	<p><b>Implementing the Careers Strategy: A Careers and Enterprise Company Briefing</b>          Shortly before Christmas, the Government launched the new Careers Strategy promising to ‘make the most of everyone’s skills and talents’ by getting schools and colleges to deliver ‘world class careers provision’. The Government has now published statutory guidance outlining the new requirements for schools and proposals for new developments. Open to all school staff and governors with responsibility for Careers Education, Information, Advice and Guidance.</p> <p>But what does that look like in practice, what do schools need to action and by when?</p> <p>To help answer this question, the Careers and Enterprise Company will be running a series of briefings across the country entitled ‘Implementing the Careers Strategy: A Careers and Enterprise Company Briefing’. The closest briefing to this region is in Northampton and the details and sign up link are given below:</p> <ul style="list-style-type: none"> <li>• 8.30 am to 10.30 am on Thursday 8th March 2018 at The Bee Hive, Harborough Road, Kingsthorpe, Northampton, NN2 8LR (<a href="#">Sign up here</a>)</li> </ul> <p>The session will give you an opportunity to understand:</p> <ul style="list-style-type: none"> <li>• The headline requirements of the Careers Strategy and the timetable for implementation</li> <li>• The Careers &amp; Enterprise Company’s Enterprise Adviser Network and how it can support your school in meeting the Gatsby benchmarks</li> <li>• The tools and resources that are available to support schools and colleges to identify the extent to which their activities meet the Gatsby benchmarks</li> <li>• The role of the ‘Careers Leader’ and the different ways in which schools are organising careers leadership</li> </ul> <p>In addition, there will be an opportunity for you to share your thoughts on the proposals. If you have any questions regarding the briefing, please email <a href="mailto:education@careersandenterprise.co.uk">education@careersandenterprise.co.uk</a> or Peter Rayner Enterprise Co-ordinator <a href="mailto:peter.rayner@semlep.com">peter.rayner@semlep.com</a> 01234 436100 / 07568 428159.</p>	
<p><b>4</b></p>	<p><b>Message from Sue Harrison</b>          During January, many of you may have heard Gerard Jones’s great news in that he will be moving on to pastures new this year, as he takes on an exciting new role as Director of Children’s Services at Leicester City Council.</p>	<p><b>Sue Harrison</b>  <b>Director of Children’s Services</b>  <b>Tel: 0300 300 4229</b>  <b>Email: <a href="mailto:sue.harrison@centralbedfordshire.gov.uk">sue.harrison@centralbedfordshire.gov.uk</a></b></p>

I have worked closely with Gerard since joining the Council and during this time we have achieved many great successes for the children, families and staff here in Central Bedfordshire. I am sure that you will agree that last year was a year filled with success for us all, and that Gerard played a huge instrumental role in making it happen. I would like to personally thank him for all the hard work, enthusiasm and dedication he has shown during his time with us and wish him all the success in his new appointment - thank you Gerard and congratulations!

As a result of Gerard's new role, I have made some interim arrangements to my senior leadership team which will help drive forward our agenda and overcome the challenges ahead. These arrangements will be in place for approximately 6 months whilst we set about achieving our priorities across all our teams.

Sacha Rymell will take up the additional responsibilities of Lead Safeguarding Officer and will ensure that we meet our statutory responsibilities regarding child protection and safeguarding and have oversight of the child's journey from our Multi Agency 'front door' Access and referral Hub, Family Support, Corporate Parenting and Children with Disabilities. Quality Assurance, as ever, will be high priority.

Sue Tyler will be our Lead Officer accountable for Business and Resources and will hold the finance ring across the directorate. Sue will be responsible for recommissioning £4 million of contracts across the directorate and will be supported by our newly appointed Head of Commissioning, Jodie Nason, who joins us in March. Jodie is local to us and has been working in London for several years bringing with her a wealth of knowledge and experience in working in commissioning for Children's and Public Health services.

Peter Fraser will continue to lead our Youth Services, as our accountable officer for the Youth Offending Service, and will be responsible for the Music Service. Peter will lead on our recruitment and workforce development strategies underpinning directorate strategic planning and ensure that our Academy of Social Work and Early Help, which supports many staff within and outside our directorate, continues to shine both locally and nationally.

Leo Jones will continue to be my Deputy and as well as driving forward our Education and Transformation agenda he will also now be accountable for the delivery of our SEND service and will be joined by Louise Bartos who has recently been appointed as our Head of SEND. Louise joins us after a very successful career with both Milton Keynes and Bucks County Council.

My final announcement is that we have also appointed an interim, Chris Kiernan, who has joined Leo to head up our School Improvement Service.

	<p>It certainly feels like exciting times ahead and I'm looking forward to working with Jodie, Louise and Chris and my new senior leadership team. I am sure we will achieve great things again this year and have many more success stories in the months ahead.</p>	
5	<p><b>HR updates</b></p> <p><b>Disclosure and Barring Service (DBS) checks for centrally employed Central Bedfordshire Council (CBC) staff visiting schools</b>  HR has recently received a number of queries from schools regarding the DBS clearances for CBC staff who visit our schools to work with staff and pupils.</p> <p>All CBC employees who are in regulated activity receive an enhanced DBS check by the Council and are issued with a photo ID providing their name and job title.</p> <p>Please see the <a href="#">letter</a> confirming the pre-employment clearance processes undertaken by CBC for roles that require a DBS clearance as they meet the definition of regulated activity. It is advised you retain a copy of this letter with your Single Central Record (SCR).</p> <p>Schools should continue to ensure that Council Officers visiting their school sign in and out of the visitors' book, log their attendance on any electronic media and provide evidence of their CBC ID badge upon arrival. CBC employees are not required to provide a copy of their DBS clearance or DBS number.</p> <p>All information relating to the DBS undertaken by the Council is retained on their CBC HR record.</p> <p><b>Teachers' Pensions Updates</b></p> <p>The January edition of Teachers' Pension monthly bulletin can be found <a href="#">here</a>.</p> <p><b>Renewing Faster Accruals</b>  All teachers will have received a communication direct from Teachers' Pensions reminding them that should they wish to increase their pension they can do so again this year through Faster Accrual.</p> <p>To do so, teachers must log into their My Pension Online by clicking <a href="#">here</a> and complete the flexibilities form <b>before 31 March 2018</b> to renew. If teachers have already renewed their Faster Accrual, they do not need to take any further action.</p> <p>Should teachers wish to review the benefits of Faster Accrual and the other options available to increase their pension, they can access further information <a href="#">here</a>.</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:</b>  <a href="mailto:hrrservicesschools@centralbedfordshire.gov.uk">hrrservicesschools@centralbedfordshire.gov.uk</a></p>

	<p><b>Missing Service</b> From April 2018, all employers will submit member data to Teachers' Pensions on a monthly rather than annual basis.</p> <p>While they transition from receiving data annually to monthly, teachers may notice that there is a gap (missing service) in their record (missing service caused by Monthly Data Collection could cover the period of 5/4/17 – 31/03/18). This will be temporary while Teachers' Pensions waits for employers to backdate the service they would normally have provided annually.</p> <p>If teachers have any missing service before those dates, please contact our Schools' Statutory Service team on <a href="mailto:teachers.pensions@centralbedfordshire.gov.uk">teachers.pensions@centralbedfordshire.gov.uk</a> asking them to update your record. Teachers' Pensions is unable to do this over the telephone or email.</p>	
6	<p><b>General Data Protection Regulation (GDPR)</b></p> <p><b>Data Protection Officers</b> The GDPR has introduced a new obligation for public authorities to appoint a Data Protection Officer (more easily referred to as a DPO). Schools are currently defined as a public authority for Freedom of Information Act purposes and under the Data Protection Bill as drafted this will extend to the GDPR too. Unless something changes, therefore, a DPO will have to be appointed.</p> <p><b>What do they do?</b> The tasks of a DPO are set out in the GDPR and are:</p> <ul style="list-style-type: none"> <li>• To inform and advise you about your data protection obligations</li> <li>• Monitor compliance with all data protection requirements</li> <li>• Manage data protection activities</li> <li>• Advise on data protection (or privacy) impact assessments</li> <li>• Train staff</li> <li>• Conduct internal audits</li> <li>• Be the first point of contact for data protection related matters</li> </ul> <p>The DPO should oversee data protection compliance for you, advise and recommend improvements and be your data protection point of contact. They will have overall responsibility and oversight, but do not have to do everything personally.</p> <p>The DPO does not take over as the data controller as the school is still the body collecting and using, and therefore in control of, personal data.</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>

### **Who are they?**

The DPO should:

- Have expertise in data protection laws and practices including GDPR
- Understand what processing you do
- Understand information technologies and data security
- Have knowledge of the education sector and the school specifically
- Have the ability to promote a data protection culture within the school

They can be an employee or external consultant or body. They can also be shared with other organisations or schools, provided they can adequately carry out their responsibilities and are easily accessible to each organisation or school.

In addition, there must be no conflict between their DPO duties and other responsibilities. This means that the DPO should not be taking any decisions about the purposes (what you use personal data for) and the means of the processing of personal data (how you process or use it). Whether this is the case depends upon the particular circumstances including how your school operates.

### **Considerations when appointing a DPO**

The requirement for a DPO does not arise until 25 May 2018, however, getting ready for GDPR means it is very likely that staff are already carrying out DPO type activities to some extent. Resource implications will, of course, be very important but some other issues to think about are:

- Existing knowledge base (both data protection, GDPR and local)
- What existing support is available?
- How prepared you are already
- How much work is required after appointment?
- How much time the DPO duties will actually take?
- Sharing arrangements require clear terms including for payments, allocation of time, accessibility and costs
- Potential conflicts, independence and autonomy
- Whether you want flexibility or stability

### **Employment issues**

We recommend you take specific legal advice\* but should consider the following:

- You should only have one designated DPO. Any existing DPO job title(s), therefore, needs to be reviewed/renamed if they will not become the DPO
- You should review reporting lines and training needs

	<ul style="list-style-type: none"> <li>• A DPO has enhanced employment rights and this may need to be reflected in job specifications, internal policies and procedures and potentially also any employment contract itself</li> </ul> <p>*This relates to employment law and is not within the scope of this note.</p> <p><b>Your responsibilities towards the DPO</b> You need to:</p> <ul style="list-style-type: none"> <li>• Provide sufficient resources so the DPO can carry out their role (includes facilities, time, staff and ongoing training)</li> <li>• Give the DPO sufficient autonomy to carry out their role (do not tell them how to do their job and ensure that they are not dismissed or penalised for doing their job)</li> <li>• Ensure they have access to middle and senior management and meetings</li> <li>• Take account of the DPO's views (and if you don't follow recommendations or advice, make sure you document why)</li> </ul> <p>The <a href="#">above</a> is for information purposes only and does not constitute legal advice.</p> <p><b>Central Bedfordshire Council has arranged two briefing sessions for staff and governors on GDPR – please see Item 9 below.</b></p>	
7	<p><b>Review of the RE Agreed Syllabus</b> The review of the RE Agreed Syllabus for Central Bedfordshire is well underway and the process embraces Central Bedfordshire, Bedford Borough and Luton on a collaborative basis.</p> <p>Two weeks ago, a group of SACRE teachers from across the three SACRE met Lat Blaylock from RE Today, the group commissioned to draft the document, to share their ideas on the latest draft. As a result, Lat will now complete and fine tune the Agreed Syllabus which embraces all Key Stages with the new assessment process threaded throughout.</p> <p>The aim is for the three SACREs to approve the syllabus in June with launch events in the early part of the autumn term. Until that time, the current Agreed Syllabus is still the reference point for RE teachers in schools.</p> <p>Further details will follow as they emerge or are agreed.</p>	<p><b>Paul Harpin</b> <b>School Improvement Consultant and the LA link with SACRE</b> Email: <a href="mailto:Paulharpinuk@yahoo.co.uk">Paulharpinuk@yahoo.co.uk</a></p>

<p><b>8</b></p>	<p><b>FREE Safeguarding Network Event on 16 March 2018 from 12.30 to 16.30 at The Rufus Centre, Flitwick</b>          Introducing Central Bedfordshire Council's (CBC) Safeguarding Network event for designated safeguarding leads, deputy designated safeguarding leads, safeguarding governors and family support workers within schools. The event will feature an HMI speaker from Ofsted who will be focusing specifically on safeguarding. In addition, there will be professionals from within CBC's Children's Services speaking and other partner agencies.</p> <p>There will be discussions around local learning, national learning and any trends we are seeing through the HUB, as well as advice on how to respond to these. Furthermore, the event will aim to cover updates on statutory guidance.</p> <p>Delegates will have the opportunity to discuss all aspects of safeguarding as well as having any queries answered; the opportunity to network with other Safeguarding leads from across the LA; and also the opportunity to gain valuable insight into some of the trends we are seeing and how best to deal with them.</p> <p>Please note that this is a free event for schools and academies in Central Bedfordshire only and has limited capacity so there is strictly only 2 people per school.</p> <p>Bookings can be made on <a href="#">CPD Online</a>.</p>	<p><b>Victoria Blackmore</b>  <b>Safeguarding Officer</b>  <b>School Improvement</b>  <b>Children's Services</b>  <b>Tel: 0300 300 6199</b>  <b>Mob: 07792 149441</b>  <b>Email:</b>  <a href="mailto:Victoria.blackmore@centralbedfordshire.gov.uk">Victoria.blackmore@centralbedfordshire.gov.uk</a></p>
<p><b>9</b></p>	<p><b>FREE General Data Protection Regulation (GDPR) briefing sessions at The Rufus Centre, Flitwick</b>          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>

10	<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>	
11	<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>	
12	<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>	
13	<p><b>LSCB course - <a href="#">Safer Recruitment for Managers</a> on Wednesday 21<sup>st</sup> March 2018 at the Bedford Golf Club, Great Denham, MK40 4FF from 9.30 am to 4.30 pm</b></p> <p>The course aim is to raise awareness and clarify the responsibilities of key personnel whose role is to ensure the use of safe employment practices to deter or prevent the employment or recruitment to volunteering roles of unsuitable individuals to work with children.</p> <p>It is strongly recommended that you complete the FREE On line e-Learning course SAFER RECRUITMENT prior to attending. Apply directly via this <a href="#">link</a> and scroll to bottom and login or register.</p> <p><b>PLEASE NOTE:</b> This course is for those who are actively involved in the interviewing process, and not for those who are only in an administrative role i.e. completing the paperwork.</p> <p><b>Learning Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Be clear about what YOU need to do to meet your responsibilities in relation to a safer recruitment process</li> <li>• Describe a 'suitable person' to work with children</li> <li>• Outline 'offender behaviour'</li> </ul>	

	<ul style="list-style-type: none"> <li>Acquire selection, recruitment and interviewing skills appropriate to all recruitment personnel who are recruiting staff to work with children and young people</li> </ul>	
14	<p><b>Development for Clerks - Level 3 Certificate in Clerking of School and Governing Boards</b></p> <p>This accredited National Governance Association (NGA) Leading Governance <a href="#">Development for Clerks programme</a> is designed for new and experienced clerks currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking.</p> <p>Programme delivery</p> <p>The programme offers a blend of flexible learning over approximately a nine month period. Participants will attend workshops and access one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.</p>	
15	<p><b>Governor training programme 2017/2018 – courses available in April and May</b></p> <p>Please see the details of the <a href="#">governor training programme</a> and information regarding courses available in April and May 2018 can be found below:</p> <p><b>April</b></p> <ul style="list-style-type: none"> <li>GT86 – Understanding performance data lower on 17 April 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm</li> <li>GT60 – Induction session 1 on 24 April 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.00 pm to 9.00 pm</li> <li>GT43 – Clerk’s seminar on 27 April 2018 at Central Bedfordshire Council’s offices, Chicksands from 10.00 am to 12.30 pm</li> <li>GT75 – SEND/vulnerable learners (the role of the SEND governor) on 30 April 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm</li> </ul> <p><b>May</b></p> <ul style="list-style-type: none"> <li>GT64 – Ofsted update on 1 May 2018 at Central Bedfordshire Council’s offices, Chicksands from 10.00 am to 12.30 pm</li> <li>GT61 – Induction session 2 on 3 May 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.00 pm to 9.00 pm</li> <li>GT66 – Promoting British Values through SMSC on 8 May 2018 at Central Bedfordshire Council’s offices, Chicksands from 6.30 pm to 9.00 pm</li> <li>GT73 – Safeguarding/child protection on 15 May 2018 at Central Bedfordshire Council’s offices, Chicksands from 6.30 pm to 9.00 pm</li> <li>GT88 - Understanding performance data lower on 16 May 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm</li> </ul>	

- GT56 – Induction (whole day) on 21 May 2018 at Central Bedfordshire Council's offices, Chicksands from 9.30 am to 3.30 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](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'.