

# Governors' Essentials



## Newsletter for Governors and Clerks

Issue 73

Date: April 2018

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<p><b>1. Data protection - <a href="#">toolkit for schools</a></b>            The Department for Education (DfE) has produced guidance to support schools with data protection activity, including compliance with the General Data Protection Regulation (GDPR).             As this is new content, the DfE is asking schools for feedback. These responses will be used to improve and update the guidance. Please send any comments by 1 June 2018 to <a href="mailto:data.modernisation@education.gov.uk">data.modernisation@education.gov.uk</a> with the subject heading 'GDPR toolkit feedback'.</p>	
<p><b>2. Department for Education (DfE) consultations</b>             To view all live consultations, please see the DfE's <a href="#">website</a>.</p>	

<p><b>3. Ofsted updates</b></p> <p><b><u><a href="#">School inspection handbook</a></u></b>  Ofsted has updated paragraphs 21 and 23 to clarify that good schools are now inspected approximately every 4 years.</p> <p>Schools may wish to just print off pages 10 and 11 which cover the changed sections rather than the full document.</p> <p><b><u><a href="#">Handbook for short, monitoring and unannounced behaviour school inspections</a></u></b>  Ofsted has updated the guidance in respect of the requires improvement and special measures/serious weaknesses sections: section 5 inspections can take place up to 30 months after the last section 5 inspection for these categories. Good schools are inspected approximately every 4 years.</p>	<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>
<p><b>4. HR updates</b></p> <p><b>NJC Pay Award – National Agreement confirmed – important information for schools and HR/payroll providers</b>  The National Employers and Unions (Unite, Unison and the GMB) have now agreed the two-year NJC Pay Award.</p> <p>In <a href="#">Central Essentials Issue 353</a>, and to support schools with their financial planning, we published the draft proposed Local Government Pay scale 2018. This consisted of a 2% wage rise with effect from 1st April 2018 for the majority of council and school support staff, currently on SCPs 20 and above, and a further 2% in April 2019 with those on lower scales (SCP 6 – 19) receiving higher increases. These increases can now be actioned and pay scales included in Issue 353 can now be implemented.</p> <p>For those on scale point 50 and 51, 2% can be applied to the basic salary.</p> <p>Schools have been advised to instruct their HR/Payroll providers to action the pay award in the next available pay run (this is likely to be the May or June salary payments) and backdate the pay award to 1st April 2018.</p> <p><b>National Living Wage</b>  As previously advised, an increase to the National Living Wage (NLW) from £7.78 to £7.83 per hour for staff paid on NJC Scale pt 6 must have been implemented with effect from 1 April 2018, ahead of any further increase as a result of the NJC pay offer.</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>

**Further information for 2019/20**

The National Employers' proposals also included a revamp of the National Joint Council (NJC) pay scales to be effective from April 2019 and introduces new scale points and pay differentials between points. As agreement has now been reached between the National Employers and the Unions, this will result in the Council reviewing the Schools' NJC Pay scales and levels with a view to new pay scales and levels being effective from 1st April 2019.

We will provide further information on this as soon as it is known and work with you, our recognised Trade Unions and Professional Associations, and your payroll providers ahead of April 2019.

**General Data Protection Regulation (GDPR) guidance and Information Sharing Agreements**

As previously communicated in Central Essentials by LGSS Law Ltd, the GDPR will be coming in to effect on the 25th May 2018.

To help you in your training of staff in order for them to be aware of and comply with the new Regulations, guidance documents have been created. It is stressed, however, that these documents do not constitute legal advice and, therefore, should be read in conjunction with guidance issued by the [ICO](#). These were published in Central Essentials Issue 355 and can be found [here](#). Please note that each school, regardless of designation, is deemed the Data Controller in accordance with the Regulations.

It is strongly advised that schools contact their HR provider for further advice and support to ensure compliance ahead of the launch date of the 25th May 2018.

A copy of this guidance has also been shared with the Trade Unions and Professional Associations.

**Changes to Local Government Pension Scheme (LGPS) and Teachers' Pensions (TP) contribution rates**

From the 1st April 2018, the employee contribution rates for the LGPS pension and Teachers' Pensions have changed and were set out in tables attached to Central Essentials Issue 355 which can be found [here](#).

We would be grateful if you could communicate this information to your staff.

Your HR/Payroll provider should implement these rates from 1st April 2018. Should you wish to find out more, please visit [LGPS's website](#) or [Teachers' Pensions' website](#).

	<p><b>Trade Union and Professional Association contact information</b></p> <p>As you will be aware, the Council recognises a number of Trade Unions and Professional Associations. Should the school need to consult with staff and trade unions, the Central Bedfordshire Council local representatives should be invited to meetings and their names and contact details are retained on the Human Resources' section of the Schools' Portal, which can be accessed <a href="#">here</a>.</p> <p>When any of the contact details change, the Statutory Schools HR Team update the information on the Portal.</p>	
<p>5.</p>	<p><b>Shelton Lower School, Marston Moretaine – launch of consultation</b></p> <p>The Council has launched a consultation to gather views regarding the future of Shelton Lower School, which, due to falling pupil numbers, is currently in financial deficit.</p> <p>Information regarding the consultation and the current situation regarding the school, with an on-line response facility, can be found on the Council's website <a href="#">here</a>.</p> <p>The <b>consultation closes on Friday 8 June 2018</b>.</p>	<p><b>Sue Barrow</b>  <b>Information Manager</b>  <b>School Organisation and 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>6.</p>	<p><b>Update regarding the Education and Skills Funding Agency's (ESFA) Condition Data Collection Programme</b></p> <p>A list of schools that are to be visited within the 4th tranche of this programme has now been released. It includes 11 schools within Central Bedfordshire:</p> <p>Caddington Village School  Caldecote Church of England Academy  Cedars Upper School  Haynes Lower School  Laburnum Lower School  Maulden Lower School  Silsoe C of E VC Lower School  Slip End Village School  St Mary's VA C of E Lower School, Clophill  Westoning Lower School  Wrestlingworth C of E VC Lower School</p> <p>Visits during this tranche are due to take place between May and December 2018. The full list is available, along with information regarding the programme, which was launched in January 2017, on the GOV.UK website <a href="#">here</a>.</p>	<p><b>Sue Barrow</b>  <b>Information Manager</b>  <b>School Organisation and 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>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. This information will be used by the 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>Access to the information that has already been collected is still awaited, via the DfE/ESFA Condition Data Collection Portal.</p>	
<p><b>7.</b></p>	<p><b>Primary Physical Education and Sport Premium Funding</b> On behalf of the Government, Team Beds and Luton collect information to evidence the impact of the Primary Physical Education and Sport Premium Funding.</p> <p>This work is critical in securing the funding for future years. To help us to gain a complete and accurate picture of what is happening in Central Bedfordshire, we ask that schools support the collection of this information through the annual survey.</p> <p>Please see the <a href="#">letter and link to the survey</a>, <a href="#">pdf copy of the survey questions</a> and the <a href="#">flyer</a>. The survey should be completed as soon as possible – our returns have to be with Sport England by Friday 11<sup>th</sup> May 2018.</p> <p>If you have any questions please contact me.</p>	<p><b>Glynis Yates</b> <b>PE Consultant</b> <b>Mob: 07831 777376</b> <b>Email: <a href="mailto:glynisyates@googlemail.com">glynisyates@googlemail.com</a></b></p>
<p><b>8.</b></p>	<p><b>Supporting the health and wellbeing of children and young people in Central Bedfordshire report of a Health and Wellbeing Survey 2017</b> Please see the Schools' Health Education (SHEU) health and wellbeing <a href="#">report</a> for Central Bedfordshire pupils together with a <a href="#">summary page</a>.</p>	<p><b>Sarah James</b> <b>Public Health Senior Practitioner - Children and Young People</b> <b>Tel: 0300 300 4109</b> <b>Email: <a href="mailto:sarah.james@centralbedfordshire.gov.uk">sarah.james@centralbedfordshire.gov.uk</a></b></p>
<p><b>9.</b></p>	<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>	
<p><b>10.</b></p>	<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>	
11.	<p><b>Inspiring Governance</b>  <a href="#">Inspiring Governance</a> is a free, online service that connects schools and trusts in England with skilled volunteers.</p>	
12.	<p><b>Training for Clerks</b>  <b>Development for Clerks - Level 3 Certificate in Clerking of School and Governing Boards</b>  The 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 will help to develop the knowledge and skills needed for high-quality clerking.</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> <p><a href="#">Available cohorts</a> and the next <b>Bedfordshire cohort starts on 3 September 2018.</b></p>	
13.	<p><b>Governor training programme 2017/2018 – courses available in May and June</b>  Please see the details of the <a href="#">governor training programme</a> and information regarding courses available in May and June 2018 can be found below:</p> <p><b>May</b></p> <ul style="list-style-type: none"> <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 primary on 16 May 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm</li> <li>• GT56 – Induction (whole day) on 21 May 2018 at Central Bedfordshire Council's offices, Chicksands from 9.30 am to 3.30 pm</li> </ul>	

## June

- GT57 – Induction (whole day) on 7 June 2018 at Central Bedfordshire Council's offices, Chicksands from 9.30 am to 3.30 pm
- GT51 – Health and Safety in a school/academy setting on 11 June 2018 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT68 – Pupil Premium and other funding on 12 June 2018 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT90 – Understanding the roles and responsibilities of an academy governor on 13 June 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT48 – Governors' monitoring visits on 18 June 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT78 – Support and challenge on 22 June 2018 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT40 – Appraisal of the Headteacher's performance on 25 June 2018 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](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'.