

Governors' Essentials



Newsletter for Governors and Clerks

Issue 75

Date: June 2018

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Item	Contact
<p>1. Ofsted updates</p> <p>Using Ofsted's IDSR: early years foundation stage profile to key stage 4 Ofsted has updated the guidance for the primary and secondary inspection data summary reports (IDSR) to show 3 terms of absence data, rather than 2 terms, for the last 3 years.</p> <p>Amanda Spielman at the Pre-school Learning Alliance annual conference Ofsted's Chief Inspector discussed the importance of the early years and developing a love of reading at the 2018 Pre-school Learning Alliance conference.</p> <p>Amanda Spielman's speech at the Wellington Festival of Education Ofsted's Chief Inspector discusses 'intelligent' and responsible inspections, curriculum research and Ofsted's work developing the 2019 education inspection framework.</p>	<p>Sally Dakin Commissioning and Partnerships Manager School Improvement/Children's Services Tel: 0300 300 6836 Email: Sally.Dakin@centralbedfordshire.gov.uk</p>

2.	<p>Department for Education (DfE) consultations</p> <p>To view all live consultations, please see the DfE's website.</p>	
3.	<p>HR updates</p> <p>Teachers' Pensions (TP): interim process for sending documents Following the GDPR coming in to force on the 25th May 2018, an interim process has been put in place by Teachers' Pensions to allow employers to send documents to them via a more secure system than email. Employers can now upload documents to their Employer Portal data centre.</p> <p>There is no requirement to add a 'description' when uploading files, the uploaded documents will be picked up each day and forwarded to the relevant teams at TP for action.</p> <p>Keep a look out for future communications from TP about 'Contact Us' which will include secure messaging for employers and will replace this interim process.</p> <p>Teachers' Pensions Bulletin The Teachers' Pensions Summer bulletin for members is now out and can be shared with teachers to help keep up to date with all the latest Teachers' Pension Scheme news and changes such as:</p> <ul style="list-style-type: none"> • The benefits of the Teachers' Pension Scheme and for how to make the most of it watch the top tips video • Pensions increase and revaluation of career average pensions benefits update • On 25th May 2018, the GDPR came into effect, read more information on becoming compliant with this legislation in the GDPR factsheet • Think twice about opting out on family leave, find out the benefits of staying in the scheme here <p>The Apprenticeship Levy Is your school getting a return on their investment?</p> <p>For more information on the process for maintained schools to access and spend the levy please see the information and also visit the Schools' Portal.</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>

<p>4.</p>	<p>Buildings Health and Safety Compliance Audit</p> <p>I have been writing to all Head Teachers/Principals and Chairs of Governors about the building related Health and Safety Compliance Audit the Council's Assets department is carrying out for all schools in Central Bedfordshire, including academies.</p> <p>The Council is committed to ensuring every school in Central Bedfordshire is "keeping children safe in education" and this audit and review of all compliance documentation will help the Council understand the current compliance picture.</p> <p>Over the coming weeks, the Assets Department will be contacting your school to arrange to visit the school and will request copies of your compliance documents.</p> <p>The team will need to review all building related Health and Safety documents and take copies to create a compliance tracker for your school. The findings and tracker will be sent to you.</p> <p>If you are part of the Council's property compliance buy back scheme, we will still need a site visit but we will already have the compliance certification.</p> <p>If your school does not fully comply, the team will contact you to discuss how we can help you to meet the statutory requirements.</p> <p>Thank you for your support in this matter and please contact me if you have any questions.</p>	<p>Gavin Coombs Head of Facilities Management Assets Department Tel: 0300 300 4656</p> <p>Please send ALL enquiries to: Buildings.Compliance@centralbedfordshire.gov.uk</p>
<p>5.</p>	<p>Schools Forum - vacancies and the application process</p> <p>Central Bedfordshire Council is inviting applications for members of the Central Bedfordshire Schools Forum, membership will be for a period of 3 years.</p> <p>The Forum, by law, must be consulted on the overall Central Bedfordshire schools budget, contracts and other financial matters affecting local schools and academies. The Forum usually meets five times a year and meetings are held on a Monday at Priory House, Chicksands at 3.00 pm. There are 19 school members, with vacancies as follows:</p> <ul style="list-style-type: none"> • Primary maintained school governor • Secondary maintained head teacher • Secondary maintained school governor • Academy secondary head teacher <p>Lower and primary schools are deemed to be 'primary' schools, and middle, secondary and upper schools are deemed to be 'secondary' schools.</p>	

	<p>If you would like to be considered for one of these vacancies and if you are eligible, please complete the nomination/short statement form, including the reasons for wanting to become a Schools Forum Member, and any skills, experience and/or qualifications for the role. Please return the completed form and statement to Sandra Hobbs, Senior Committee Services Officer, sandra.hobbs@centralbedfordshire.gov.uk by 10.00 am on Monday 9 July 2018.</p> <p>Where there is only one nomination received for the position the nominee will automatically be offered membership of the Schools Forum with effect from the autumn term with the first meeting being held on 1 October 2018 at 3.00 pm.</p> <p>If there are more applicants than places in a given category a ballot will be held. Ballot forms will be sent out to all head teachers or governors in the category on Wednesday 11 July 2018. The ballot slips must be returned via email to sandra.hobbs@centralbedfordshire.gov.uk by 12 noon on Wednesday 18 July 2018.</p> <p>Head teachers and governors who were candidates in the election process will be informed on the afternoon of Wednesday 18 July 2018 whether or not they have been selected.</p> <p>New members will be offered an initial information session, during which the terms of reference and legal basis of schools forum, including areas in which it determines school finance-related issues and where it offers advice to council officers and members, will be explained.</p> <p>If you would like any further information please contact Sandra Hobbs, Senior Committee Services Officer on 0300 300 5257 or Chris Kiernan, Interim Head of School Improvement on 07387 094635.</p>	
<p>6.</p>	<p>Shelton Lower School, Marston Moretaine – publication of statutory notice for proposed closure</p> <p>Sue Harrison has considered the responses received during the Council’s preliminary consultation regarding the future of Shelton Lower School, Marston Moretaine and has made the decision to move to the next stage of the process which is the publication of a statutory notice for the proposed closure of the school.</p> <p>Despite many of the responses received expressing support for the continuation of the school, we have not been able to find a suitable way forward that will enable the school to be financially viable.</p> <p>During the 4-week statutory consultation period, there is an opportunity for all stakeholders to respond to the proposal to close the school.</p>	

	<p>Responses should be submitted on-line here.</p> <p>The closing date for responses is Monday 23 July 2018.</p> <p>The Executive will consider the responses received at their meeting to be held on Tuesday 7 August 2018.</p> <p>If the decision is to close the school, Shelton Lower School will close on 31 August 2019.</p>																																									
<p>7.</p>	<p>Further update re the ESFA's Condition Data Collection Programme A list of schools that are to be visited within the 5th and final tranche of this programme has now been released.</p> <p>It includes 59 schools within Central Bedfordshire:</p> <table border="0"> <tr> <td>Swallowfield Lower School</td> <td>Northill CofE VA Lower School</td> </tr> <tr> <td>Slip End Village School</td> <td>Sutton CofE VA Lower School</td> </tr> <tr> <td>Dunstable Ickniel Lower School</td> <td>St Vincent's Catholic Primary School</td> </tr> <tr> <td>Derwent Lower School</td> <td>Caddington Village School</td> </tr> <tr> <td>Houghton Conquest Lower School</td> <td>Potton Middle School</td> </tr> <tr> <td>Houghton Regis Primary School</td> <td>Leighton Middle School</td> </tr> <tr> <td>Stondon Lower School</td> <td>Thomas Whitehead CofE Academy</td> </tr> <tr> <td>Church End Lower School</td> <td>Ivel Valley School</td> </tr> <tr> <td>Laburnum Lower School</td> <td>The Chiltern School</td> </tr> <tr> <td>Shefford Lower School</td> <td>Maple Tree Lower School</td> </tr> <tr> <td>Chalton Lower School</td> <td>All Saints Academy Dunstable</td> </tr> <tr> <td>Totternhoe Academy</td> <td>Lark Rise Academy</td> </tr> <tr> <td>Westoning Lower School</td> <td>Robert Bloomfield Academy</td> </tr> <tr> <td>Russell Lower School</td> <td>Vandyke Upper School and Community College</td> </tr> <tr> <td>Watling Lower School</td> <td>Alameda Middle School</td> </tr> <tr> <td>Lawnside Lower School</td> <td>Etonbury Academy</td> </tr> <tr> <td>Thornhill Primary School</td> <td>The Firs Lower School</td> </tr> <tr> <td>Heathwood Lower School</td> <td>Hadrian Academy</td> </tr> <tr> <td>Linslade Lower School</td> <td>Biggleswade Academy</td> </tr> <tr> <td>Southcott Lower School</td> <td>St Christopher's Academy</td> </tr> </table>	Swallowfield Lower School	Northill CofE VA Lower School	Slip End Village School	Sutton CofE VA Lower School	Dunstable Ickniel Lower School	St Vincent's Catholic Primary School	Derwent Lower School	Caddington Village School	Houghton Conquest Lower School	Potton Middle School	Houghton Regis Primary School	Leighton Middle School	Stondon Lower School	Thomas Whitehead CofE Academy	Church End Lower School	Ivel Valley School	Laburnum Lower School	The Chiltern School	Shefford Lower School	Maple Tree Lower School	Chalton Lower School	All Saints Academy Dunstable	Totternhoe Academy	Lark Rise Academy	Westoning Lower School	Robert Bloomfield Academy	Russell Lower School	Vandyke Upper School and Community College	Watling Lower School	Alameda Middle School	Lawnside Lower School	Etonbury Academy	Thornhill Primary School	The Firs Lower School	Heathwood Lower School	Hadrian Academy	Linslade Lower School	Biggleswade Academy	Southcott Lower School	St Christopher's Academy	<p>Sue Barrow Information Manager School Organisation and Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
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	<p>Tithe Farm Primary School Ramsey Manor Lower School Greenleas School St Andrew's CofE VC Lower School Dunton CofE VC Lower School Kensworth Church of England Academy Silsoe CofE VC Lower School Studham CofE Village School Wrestlingworth CofE VC Lower School Pulford CofE VA Lower School</p> <p>Henlow Church of England Academy Ardley Hill Academy Harlington Lower School Clifton All Saints Academy Beecroft Academy Gothic Mede Academy Langford Village Academy Lancot Challenger Academy Caldecote Church of England Academy</p> <p>Visits during this tranche are due to take place between July 2018 and February 2019. 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 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>8.</p>	<p>Central Essentials 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>	
<p>9.</p>	<p>Governors for Schools (formerly SGOSS) Governors for Schools is a free, online governor recruitment service which has 'access to a wide talent pool of skilled volunteers from big name organisations'. 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>	
<p>10.</p>	<p>Inspiring Governance Inspiring Governance is a free, online service that connects schools and trusts in England with skilled volunteers.</p>	
<p>11.</p>	<p>Training for Clerks Development for Clerks - Level 3 Certificate in Clerking of School and Governing Boards The National Governance Association (NGA) Leading Governance Development for Clerks programme 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>Available cohorts and the next Bedfordshire cohort starts on 3 September 2018.</p>	
<p>12.</p>	<p>Training for Chairs The National Governance Association (NGA) Leading Governance Development for Chairs programme provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.</p> <p>The programme offers a blend of flexible learning and will take approximately three terms to complete and will include:</p> <ul style="list-style-type: none"> • three face-to-face workshops focusing on leadership development • a 360-degree diagnostic to evaluate strengths and development needs • access to interactive e-learning modules and resources • participation in action learning sets • support with creating a school-based project and action plan <p>The next Bedfordshire cohort starts on 29 September 2018.</p>	

<p>13. FREE Prevent Training – early years settings, schools and governors on Wednesday 11 July 2018 at The Incuba, Dunstable from 13:00 to 15:00</p> <p>Prevent is about safeguarding people and communities from the threat of terrorism. Prevent is 1 of the 4 elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism.</p> <p>Recognised as good practice by Ofsted in the Central Bedfordshire Council inspection 2017.</p> <p>Schools must be able to demonstrate that staff have been trained in Prevent.</p> <p>Prevent covers all forms of terrorism and extremism and some aspects of non-violent extremism.</p> <p>Book via CPD Online.</p> <p>Further dates are also available:</p> <p>Tuesday 9 October 2018 from 16:30 to 18:30 at The Rufus Centre, Flitwick Tuesday 26 March 2019 from 09:30 to 11:30 at The Incuba, Dunstable</p> <p>Any queries, please contact CPDOnline@centralbedfordshire.gov.uk.</p>	
<p>14. Governor training programme 2018/2019 – courses available in September</p> <p>Please see the list of course dates for the new governor training programme and information regarding courses available in September 2018 can be found below:</p> <p>September</p> <ul style="list-style-type: none"> • GT93 – Appraisal of the Headteacher’s performance on 10 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm • GT116 – Ofsted update on 11 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm • GT130 – Support and challenge on 13 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm • GT95 – Clerks’ seminar on 18 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 10.00 am to 12.30 pm • GT133 – Taking the Chair Session 1 (one of three sessions) on 20 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm 	<p>Joanna Brown Commissioning and Partnerships Officer School Improvement Tel: 0300 300 6598 Email: gov.training@centralbedfordshire.gov.uk</p>

Course Cost:

Free to subscribing governing bodies

Ad hoc

Schools	Academies
£108 per session	£118 per session
£163 per half day session	£178 per half day session
£324 for a whole day course	£355 for a whole day course

To book a place/places, please contact Joanna Brown by emailing 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'.