

# Governors' Essentials



## Newsletter for Governors and Clerks

Issue 76

Date: July 2018

INDEX	Item
<p><b>Item</b></p> <ol style="list-style-type: none"> <li>1. Ofsted updates - School inspection handbook for September 2018</li> <li>2. Data protection: privacy notice model documents</li> <li>3. Department for Education (DfE) consultations - Relationships (and sex) education and health education</li> <li>4. Understanding Your Data</li> <li>5. HR updates - School Teachers' Pay and Conditions Document 2018 (STPCD 2018) including pay awards for teachers/Childcare Disqualification by Association Arrangements/Extending 30 hours free childcare to children in foster care/IR35 Changes by the HMRC from 6th April 2017 - Reminder</li> </ol>	<ol style="list-style-type: none"> <li>6. Safe working on school sites over the summer break – important actions for head teachers</li> <li>7. Central Essentials</li> <li>8. Governors for Schools (formerly SGOSS)</li> <li>9. Inspiring Governance</li> <li>10. Training for Clerks</li> <li>11. Training for Chairs</li> <li>12. Governor training programme 2018/2019 – courses available in September</li> </ol>
Item	Contact
<p><b>1. Ofsted updates</b></p> <p><b>School inspection handbook for September 2018</b> Ofsted has updated its <a href="#">guidance for inspecting schools under the common inspection framework and the mythbuster document on common misconceptions</a>. The updated handbook includes:</p> <ul style="list-style-type: none"> <li>• added privacy notice information</li> <li>• updated 'Inspection of religious education and collective worship' section (in annex)</li> </ul> <p>The updated 'Clarification for schools/Ofsted inspection myths' document includes:</p> <ul style="list-style-type: none"> <li>• added new information in 'Evidence for inspection section' about attainment</li> <li>• added new sections on performance management, safeguarding and the curriculum</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>

2.	<p><b>Data protection: <a href="#">privacy notice model documents</a></b>  The Department for Education (DfE) has added a <a href="#">privacy notice with suggested text for a school governor</a>.</p>	
3.	<p><b>Understanding Your Data</b>  The Education and Skills Funding Agency (ESFA) has published a <a href="#">guide</a> for governing boards on Understanding your Data. The new guide sets out the wide range of information governing boards might consider when fulfilling their statutory functions. The guide is designed to help governors' understanding of how to collect and analyse data, and what the collected data can show about a school's performance.</p>	
4.	<p><b>Department for Education (DfE) consultations</b></p> <p><a href="#">Relationships (and sex) education and health education</a>  The DfE is seeking views on draft regulations, statutory guidance and a regulatory impact assessment for relationships and sex education and health education.</p> <p><b>Closing date is 7 November 2018.</b></p> <p>To view all live consultations, please see the DfE's <a href="#">website</a>.</p>	
5.	<p><b>HR updates</b></p> <p><b>School Teachers' Pay and Conditions Document 2018 (STPCD 2018) including pay awards for teachers</b>  Some schools have been starting to receive queries from staff in relation to when they may receive an update in relation to the yearly consultation on teachers' pay and conditions. We can confirm that, at this point in time, there are no further updates in relation to the confirmation of changes to the STCPD 2018 and pay awards for teaching staff.</p> <p>The current position is that the School Teachers' Review Body (STRB) has submitted its report to the Secretary of State. The Government is now considering carefully the recommendations and its response. The next stage will be to issue two consultations (which are almost certain to be concurrent):</p> <ul style="list-style-type: none"> <li>• A response to the STRB report</li> <li>• The amendments to the School Teachers' Pay and Conditions Document that will set pay for 2019/20</li> </ul>	<p><b>Rachael King / Sarah Reed</b>  <b>HR Policy Officers</b>  <b>HR Policy &amp; Implementation</b>  <b>Tel: Rachael on 0300 300 4804 or Sarah on 0300 300 4338</b>  <b>Email: <a href="mailto:hrrserviceschools@centralbedfordshire.gov.uk">hrrserviceschools@centralbedfordshire.gov.uk</a></b></p>

The Council will respond to the consultations when received and will provide further updates as soon as information is available, however, we anticipate there will be no further updates before the end of the school term.

Further detailed guidance in relation to the STPCD 2018 and associated pay implications will be provided by the Council once a final decision is ratified by Parliament and the School Teachers' Pay and Conditions Document 2018 is published.

### **Childcare Disqualification by Association Arrangements**

The Government had been consulting for some time on a plan to revise arrangements for those disqualified from working with children because they lived with a disqualified person. The arrangements applied to people working in schools or in a non-domestic registered setting (eg private, voluntary and independent nurseries).

The outcome of the consultation has now been published and we have been advised that new regulations will come in to force on the 31st August 2018, removing disqualification by association where childcare is provided in non-domestic settings (eg schools and nurseries) where other safeguarding measures are well observed and followed. The disqualification by association provision will continue to apply where childcare is provided in domestic settings (eg where childcare is provided in a childminder's home).

To support the changes, the Government has issued a draft guidance document which will replace the current statutory guidance with effect from 31st August 2018 which can be viewed [here](#). Until this date, schools must continue to follow the current statutory guidance dated June 2016 which is accessed at the same link. Schools are encouraged to view this draft guidance to ensure that they are prepared for the upcoming changes and to begin planning on how they will review and destroy any historic data collected in relation to people that live with staff members to ensure that they are not in breach of the General Data Protection Regulations (GDPR).

The HR team will be reviewing all policies or guidance documentation held on the Schools' Portal that is affected by this change over the school closure period to ensure that these are up to date. All amended documentation will be published on the Schools' Portal and shared with schools at the start of the new term along with more detailed guidance on what these changes mean for schools.

### **Extending 30 hours free childcare to children in foster care**

The published consultation has also confirmed that the Government will be extending 30 hours free childcare for three and four-year-olds to children in foster care.

	<p>This is a key government early years policy and foster families should have access to the same support and opportunities that all families have. Children in foster care will be eligible to receive the 30 hours free childcare if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• That accessing the extended hours is consistent with the child’s care plan, placing the child at the centre of the process and decision making, <b>and</b></li> <li>• That, in single parent families, the foster parent holds additional employment outside of their role as a foster parent; <b>or</b></li> <li>• That in two parent families, both parents hold additional employment outside of their role as a foster parent.</li> </ul> <p>The Government is currently working on new statutory and operational guidance in relation to this.</p> <p><b>IR35 Changes by the HMRC from 6th April 2017 - Reminder</b>  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>Schools will need to assess any contractors/consultants working at the 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>The Government’s <a href="#">website</a> provides a tool designed to help schools assess who falls within the scope of the rules.</p> <p>Alternatively, schools may wish to use this <a href="#">website</a> for assessment which has been tried and tested as a more accurate source.  For further information, you may also wish to view our IR35 guidance <a href="#">here</a>.</p>	
<p><b>6.</b></p>	<p><b>Safe working on school sites over the summer break – important actions for head teachers</b>  With the summer break now upon us, many staff will be taking a well-earned break but a few will likely remain and managing their safety and health is as important as ever.</p> <p>Particular summer risks may include site agents carrying out tasks at height, using substances and working alone, along with the increased footfall of contractors coming in to do jobs that can’t be done when pupils are around.</p>	<p><b>Lee Butler</b>  <b>Corporate Health and Safety Manager</b>  <b>CBC Public Protection and Transport</b>  <b>Tel: 0300 300 6793</b>  <b>Email:</b>  <a href="mailto:corporatehealth&amp;safety@centralbedfordshire.gov.uk">corporatehealth&amp;safety@centralbedfordshire.gov.uk</a></p>

	<p>It's important, therefore, to review your planning and to understand how you will manage the risks that come with your school's summer activities.</p> <p>Head teachers are strongly advised to find out what their staff and contractors are intending to do over the summer and to ensure that their work is properly planned, risk assessed and carried out safely. You should also be clear on how lone workers will be monitored and supported.</p> <p>Please see the <a href="#">guidance</a> for further information.</p>	
7.	<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>	
8.	<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'. 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>	
9.	<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>	
10.	<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. <a href="#">Available cohorts and the next Bedfordshire cohort starts on 3 September 2018.</a></p>	

<p><b>11.</b></p>	<p><b>Training for Chairs</b>  The National Governance Association (NGA) Leading Governance <a href="#">Development for Chairs programme</a> 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"> <li>• three face-to-face workshops focusing on leadership development</li> <li>• a 360-degree diagnostic to evaluate strengths and development needs</li> <li>• access to interactive e-learning modules and resources</li> <li>• participation in action learning sets</li> <li>• support with creating a school-based project and action plan</li> </ul> <p>The next <a href="#">Bedfordshire cohort</a> starts on 29 September 2018.</p>	
<p><b>12.</b></p>	<p><b>Governor training programme 2018/2019 – courses available in September</b>  Please see the <a href="#">list of course dates</a> for the new <a href="#">governor training programme</a> and information regarding courses available in September 2018 can be found below:</p> <p><b>September</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• GT116 – Ofsted update on 11 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm</li> <li>• GT130 – Support and challenge on 13 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 6.30 pm to 9.00 pm</li> <li>• GT95 – Clerks’ seminar on 18 September 2018 at Central Bedfordshire Council’s offices, Dunstable from 10.00 am to 12.30 pm</li> <li>• 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</li> </ul> <p><b>Course Cost:</b>  Free to subscribing governing bodies</p>	<p><b>Joanna Brown</b>  <b>Commissioning and Partnerships Officer</b>  <b>School Improvement</b>  Tel: 0300 300 6598  Email: <a href="mailto:gov.training@centralbedfordshire.gov.uk">gov.training@centralbedfordshire.gov.uk</a></p>

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](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'.