

Governors' Essentials



Newsletter for Governors and Clerks

Issue 77

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<p>1. Safeguarding updates</p> <p>Statutory Guidance update As many of you are aware, there have been some key updates and revisions to statutory guidance. Please see the information sheets below providing you with a summary of the updates and how they can be implemented within school. Please ensure that this new guidance is reflected in your safeguarding policy:</p> <p>Keeping Children Safe in Education 2018 - summary Working together to safeguard children 2018 - summary Inspecting safeguarding in early years, education and skills settings 2018 - summary</p> <p>Safeguarding Network event – see item 15 below</p>	<p>Victoria Blackmore Safeguarding Officer School Improvement Tel: 0300 300 6199 Mob: 07792 149441 Email: Victoria.blackmore@centralbedfordshire.gov.uk</p>

	<p>Safeguarding Audit</p> <p>We are pleased to announce that Central Bedfordshire Council (CBC) is launching a new safeguarding audit. This audit will replace the previous CBC safeguarding audit and will incorporate the recommendations from KCSIE 2018. The audit will focus on the whole school culture of safeguarding which is inclusive of speaking with staff, students, and the school's safeguarding governor. The information gained will be triangulated to provide a comprehensive report that highlights areas of strength and areas that need improvement along with supportive advice in how to implement the recommendations.</p> <p>The safeguarding audit will meet your statutory requirement to complete a Section 175.</p> <p>The cost of the audit at present is £300.</p>	
<p>2.</p>	<p>Asbestos found in ceramic gauzes</p> <p>Head teachers should have recently received a letter from the Department for Education (DfE), notifying them of potential asbestos risks from ceramic gauzes used in school science laboratories.</p> <p>The letter directs head teachers on where to find information on the action they need to take.</p> <p>If your school uses gauzes in science (those gauzes conventionally used with tripods and Bunsen burners) and has not yet taken action, it is important that you do so immediately.</p> <p>CLEAPSS Science has published frequently asked questions, which bring together advice from themselves and that published by the Health and Safety Executive and DfE. You can find it on the CLEAPSS website.</p>	
<p>3.</p>	<p>Ofsted updates</p> <p>How Ofsted inspects maintained schools and academies</p> <p>Ofsted has made changes to the 'Timing of inspections' section for consistency with other existing guidance, including adding a new section on new schools; expanded the section on schools judged 'good'; updated timescales for schools judged 'good' and 'requires improvement'; and revised timescales for some academies judged inadequate.</p> <p>How Ofsted will select new schools for inspection</p> <p>Ofsted has updated the guidance to reflect that good schools are inspected approximately every 4 years. A new paragraph has been added explaining the position for exempt schools that undergo significant change.</p>	<p>Sally Dakin Commissioning and Partnerships Manager School Improvement/Children's Services Tel: 0300 300 6836 Email: Sally.Dakin@centralbedfordshire.gov.uk</p>

	<p>HMCI commentary on curriculum and the new education inspection framework Ofsted's Chief Inspector, Amanda Spielman, discusses findings from recent curriculum research, curriculum design and the new education inspection framework.</p> <p>School inspection update: academic year 2018 to 2019 Updates for inspectors and stakeholders with the latest information and guidance about Ofsted's inspection work in schools.</p>	
<p>4.</p>	<p>Stress in education: talking toolkit Potential risks from work-related stress are an important consideration in schools and it's a legal duty to ensure that any risks to employees are identified and managed.</p> <p>The Health and Safety Executive has recently published a helpful toolkit on managing stress in education. This outlines the requirements for stress management and offers an approach based around conversations with staff that will help schools identify any challenges and potential solutions. It also includes links to sources of advice.</p> <p>The toolkit is available online, here.</p>	<p>Lee Butler Corporate Health and Safety Manager Public Protection and Transport Tel: 0300 300 6793 Email: corporatehealth&safety@centralbedfordshire.gov.uk</p>
<p>5.</p>	<p>Department for Education (DfE) consultations</p> <p>To view all live consultations, please see the DfE's website.</p>	
<p>6.</p>	<p>HR updates</p> <p>School Teachers Pay & Conditions Document 2018 (STPCD 2018) including pay awards for Teachers The School Teachers' Pay and Conditions Document (STPCD) 2018 has now been published and can be found at this link.</p> <p>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 2018, which schools must liaise with Payroll providers to implement accordingly:</p> <ul style="list-style-type: none"> • a 3.5% uplift to the statutory minima and maxima of the main pay range and of the unqualified teachers' pay range • a 2% uplift to the statutory minima and maxima of the upper pay range, the leading practitioner pay range and all allowances across all pay ranges • a 1.5% uplift to the leadership pay ranges (including headteacher groups) 	<p>Rachael King / Sarah Reed HR Policy Officers HR Policy & Implementation Tel: Rachael on 0300 300 4804 or Sarah on 0300 300 4338 Email: hsserviceschools@centralbedfordshire.gov.uk</p>

Central Bedfordshire Council's (CBC) guidance in relation to the changes in the STPCD 2018 can be found [here](#).

Schools were advised that they may also consider whether pay increases will be applied to all other pay points rather than just the minima and maxima as outlined above. All decisions with this regard should be reflected in the school's pay policy and consulted upon accordingly with staff and Trade Unions.

The Local Government Association (LGA) has produced a Pay Modelling tool which you may find useful. The document can be found [here](#).

Schools should seek advice from their HR/Payroll providers when considering the discretionary options relating to the non-statutory pay increases and consideration should be given to the budgetary and recruitment and retention implications of any decisions made by the governing body.

Government changes to childcare disqualification by association arrangements

Further to our recent communication in [Central Essentials - Issue 365](#) in relation to the Government revising the Disqualification Under the Childcare Act 2006, we are now writing to provide further advice.

As mentioned in the previous communication, the new regulations came in to force on the 31st August 2018 and removed the requirement for schools and nurseries to ask their staff questions in relation to cautions or convictions of someone living or working in their household where the 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, however, will continue to apply where childcare is provided in domestic settings (eg where childcare is provided in a childminder's home).

The Government's guidance document which replaced the 2016 statutory guidance, with effect from 31st August 2018, can be viewed [here](#). Schools have been encouraged to read this guidance to ensure that they are prepared for changes and to plan to review and destroy any historic data collected in relation to people that live with staff members to ensure compliance with the General Data Protection Regulations (GDPR). Ofsted has also updated the form 'Applying to waive disqualification: early years and childcare providers' which is available on the [Direct Gov website](#).

As a result of the revised Statutory Guidance, CBC has provided an [overview of the changes](#) and a [guidance document](#) to help clearly map out the main changes. Our guidance should be read in conjunction with the DfE Statutory Guidance.

Updates from DfE - Workload

As you may be aware, in July the Government published the [workload toolkit](#) and a [video](#) on curriculum planning – both of which can be found [here](#). The teacher workload team of the DfE would like to use the beginning of the school year as an opportunity to raise awareness of these resources. Whilst the toolkit has been prepared for use by schools, the content may be of interest to – and used by – schools that have sixth forms and sixth form colleges.

The team is keen to receive feedback on the toolkit and is looking for schools to help them in their user research during the year – if you would like to get in touch, they can be contacted at Workload.SOLUTIONS@education.gov.uk. They have provided suggested text, which you may wish to use:

Workload toolkit

The [workload reduction toolkit](#) has been developed with teachers, school leaders and technology experts and offers a suggested three-stage process which is easy to access and simple to navigate. It includes:

- advice and workshops for leaders to use with their staff to streamline processes and therefore reduce workload;
- ready-made tools to help schools cut down on time-consuming tasks including through use of technology; and
- a series of case studies to share knowledge of how a range of schools have reduced workload for their staff.

There is no obligation for schools to use the toolkit, although the DfE would encourage you to take a look and consider how it could be incorporated into existing and new plans – as all of the workshops and tools can be easily adapted according to your own context and need.

Video on curriculum planning

The [video](#) on curriculum planning talks about the importance of long term collaborative planning over detailed daily lesson plans, and features a case study of shared planning from Whitley Bay High School.

DfE Guidance - Deal for schools: hiring supply teachers and agency workers

On the 31st August 2018, the DfE published guidance in relation to the Agency Selection Tool which can help schools achieve value for money, avoid fees and find local agencies who complete thorough background and safeguarding checks.

Full information about the deal and how to use it can be found [here](#).

	<p>The DfE has advised that the tool has been emailed to all schools and if you have not received this, you will need to contact supplyteacher.deal@education.gov.uk using your school email address listed on the Get Information About Schools page.</p>	
<p>7.</p>	<p>The impact of absence on educational attainment The September 2018 DfE Guidance on School Attendance begins with the following statement:</p> <p>"Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school"</p> <p>The latest provisional Central Bedfordshire Council (CBC) Key Stage 2 test data clearly demonstrates this link between attendance and attainment. This chart shows that even pupils with between 99% to 95% attendance achieve significantly less than those with a 100% attendance and this is mirrored as absence increases. Please use this chart to share with school staff, governors, pupils and parents to reinforce the significant impact that absence has on attainment and use this to inform your 'Whole School Attendance Policy'.</p>	<p>Andrew Copperwheat Access and Inclusion Manager Access and Inclusion Service Tel: 0300 300 6291 Email: Andrew.copperwheat@centralbedfordshire.gov.uk</p>
<p>8.</p>	<p>DfE database - 'Get information about schools' – please ensure that your entry is correct Please can all schools and academies ensure that the information contained within their entry on the DfE's database, Get information about schools (formerly Edubase), is correct for the start of this new term.</p> <p>All changes, including age range, head teacher and name of school should be recorded within the data base.</p> <p>Information regarding members of the governing body is still incomplete for a number of schools. The DfE's legal requirement states that 'All maintained school governing bodies and academy trusts have a legal duty to provide all of the governance information requested on this page in so far as it is available to them'.</p> <p>More information regarding this requirement is explained on the GOV.UK website here.</p>	<p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
<p>9.</p>	<p>Shelton Lower School, Marston Moretaine – appeal submitted to the Office of the School's Adjudicator regarding the Council's decision to close the school At their meeting on 7 August 2018, the Council's Executive considered a report regarding the future viability of Shelton Lower School.</p>	<p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning</p>

	<p>The report and the minutes of the meeting are available here.</p> <p>Members of the Executive agreed that although there had been a strong response to the consultation in favour of keeping the school open, unfortunately, the governing body was unable to produce a credible recovery plan to ensure the school's financial viability and the decision was taken, therefore, to close the school on 31 August 2019.</p> <p>Since the decision was made, an appeal has been submitted to the Office of the School's Adjudicator regarding the decision.</p> <p>The School's Adjudicator will consider the appeal and, while there isn't a timescale for this, the decision will be either that the school closes or that it doesn't, and the decision will be final.</p>	<p>Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
<p>10.</p>	<p>Interested in fostering but unable to commit full time? Become a respite foster carer! Central Bedfordshire Council is seeking people and families to consider becoming respite foster carers to support children and their foster carers in Bedfordshire. Being a respite foster carer is ideal for single people, couples or families who want to support fostering but may not be able to take it on full time. You will provide a short break for a child for a short amount of time. This could be for the day, overnight, for a weekend or sometimes longer during the holidays.</p> <p>To find out more about fostering for Central Bedfordshire, contact us on 0300 300 8181 or email fostering@centralbedfordshire.gov.uk or visit our webpages.</p>	<p>Adoption and Fostering Corporate Parenting Service Tel: 0300 300 8181 Email: fostering@centralbedfordshire.gov.uk</p>
<p>11.</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>12.</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>	

13.	<p>Inspiring Governance Inspiring Governance is a free, online service that connects schools and trusts in England with skilled volunteers.</p>	
14.	<p>FREE governor training The DfE has contracted various providers to offer free leadership development training to governing boards. Govern Ed is offering this training in the eastern region, with the first Bedfordshire cohort running, as follows:</p> <ul style="list-style-type: none"> • Workshop 1 - Strategic leadership on Wednesday 31st October 2018 from 6 pm to 9 pm • Workshop 2 - Effective Governance and Financial Oversight on Wednesday 12th December 2018 from 6 pm to 9 pm • Workshop 3 - Educational Improvement on Wednesday 13th February 2018 from 6 pm to 9 pm <p>Please see the link to their website for further information.</p>	
15.	<p>FREE Safeguarding Network Event on Wednesday 14th November 2018 at 1.30 pm at The Rufus Centre, Flitwick. This event is for designated safeguarding leads, deputy designated safeguarding leads, safeguarding governors and family support workers within schools. The event will focus on Social Care thresholds, Supervision within schools and suicide response.</p>	<p>Victoria Blackmore Safeguarding Officer School Improvement Telephone: 0300 300 6199 Email: Victoria.blackmore@centralbedfordshire.gov.uk</p>
16.	<p>Governor training programme 2018/2019 – courses available in October and November Please see the list of course dates for the new governor training programme and information regarding courses available in October 2018 can be found below:</p> <p>October</p> <ul style="list-style-type: none"> • GT143 – Improving attendance and reducing persistent absence on 10 October 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm • GT103 – Health and safety in a school/academy setting on 17 October 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm • GT134 – Taking the Chair Session 2 (two of three sessions) on 18 October 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>

November

- GT128 – SEND/vulnerable learners (the role of the SEND governor) on 1 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT119 – Promoting British Values through SMSC on 6 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT106 – Exclusions (the governors' role) on 7 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT98 – Finance for maintained schools on 8 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT125 – Keeping children safe in education (the governors' role) on 14 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT123 – Recruiting and appointing a new school leader on 21 November 2018 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT135 – Taking the Chair Session 3 (final of three sessions) on 22 November 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm

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'.