

Governors' Essentials



Newsletter for Governors and Clerks

Issue 79

Date: November 2018

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1.	<p>Ofsted updates</p> <p>Using Ofsted's IDSR: early years foundation stage profile to key stage 4 - updates Ofsted has updated the prototype of the new primary inspection data summary report (IDSR). This uses anonymised data and shows the layout and content of the new IDSR.</p> <p>In addition, Ofsted has updated the general guidance for the new version of the IDSR v2.0. This guide gives an overview of the data contained in the IDSR with information to assist in interpreting the charts and understanding 'areas to investigate'. The quintile and boundaries guidance has also been updated to show the latest data.</p>	<p>Sally Dakin Commissioning and Partnerships Manager Tel: 0300 300 6836 Email: Sally.Dakin@centralbedfordshire.gov.uk</p> <p>Danyel Islam Learning Data and Performance Manager Tel: 0300 300 4542 Email: danyel.islam@centralbedfordshire.gov.uk</p>
2.	<p>Department for Education (DfE) consultations</p> <p>School security - draft guidance The DfE is seeking views on proposals for new school security guidance.</p> <p>Closing date is 18 February 2019.</p> <p>To view all live consultations, please see the DfE's website.</p>	

<p>3.</p>	<p>Updated DfE guidance published – for making significant changes to an open academy and to a maintained school</p> <p>The DfE has published updated guidance for making a significant change to both an open academy and a maintained school.</p> <p>There are no major changes to either guidance document but there are a number of requirements that have been added, including, for example:</p> <ul style="list-style-type: none"> • For academies – evidence that the local authority does not object to the proposed change plus confirmation that the proposal does not displace existing pupils • For maintained schools – governing bodies are to consult with local authorities to understand the place management needs of the area and for the local authority to manage the school estate efficiently <p>The guidance is available on the DfE’s website here for an academy and here for a maintained school.</p> <p>Updated guidance for ‘opening and closing maintained schools’ has also been published and is available here.</p> <p>The guidance for academies now includes guidance for proposed ‘closure by mutual agreement’.</p>	<p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>				
<p>4.</p>	<p>HR updates</p> <p>Policy updates</p> <p>Central Bedfordshire Council's (CBC) HR Policy Team undertake a continuous review of the information, guidance and policies that are published on the Schools' Portal to ensure that these reflect changes to legislation and guidance and are shared and consulted upon with the CBC's recognised Trade Unions and Professional Associations, where necessary. The document below has been shared and agreed with the Trade Unions and Professional Associations and has been published on the Schools' Portal:</p> <table border="1" data-bbox="197 1198 1402 1273"> <thead> <tr> <th data-bbox="197 1198 981 1235">Policy</th> <th data-bbox="981 1198 1402 1235">Location</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1235 981 1273">HR Services to Schools – Statutory Service Pack 2018/19</td> <td data-bbox="981 1235 1402 1273">Schools Statutory Services</td> </tr> </tbody> </table> <p>Headteachers and governors of all community and voluntary controlled schools and nurseries (and other maintained schools which adopt the Council's policies) are advised to update themselves with this document.</p>	Policy	Location	HR Services to Schools – Statutory Service Pack 2018/19	Schools Statutory Services	<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>
Policy	Location					
HR Services to Schools – Statutory Service Pack 2018/19	Schools Statutory Services					

Legal Advice/Insurance for Human Resources case work

As outlined within the [Council's Statutory HR Services pack](#), governing boards are strongly advised to ensure that they have appropriate legal advice and legal policies in place. It was also communicated that the Council has negotiated a legal insurance scheme provided by Abbey Legal Services to which schools can subscribe and for which the purchase of legal insurance and advice helpline is compulsory for schools. Further information on these arrangements can be found in the [Services to Schools pack](#).

Furthermore, detailed advice and information relating to legal insurance is provided below along with an employee relations checklist which is recommended to be shared with your governing board and members of school staff who have the responsibility for managing employee relations issues. This [checklist](#) must be followed where commencing any formal HR procedure.

If a school does not purchase the Council's insurance then the school must demonstrate cover relevant to the Council's insurable interests, under a policy arranged by the governing board. This insurance policy must be at least as good as the relevant minimum cover arranged by the Council. Schools may also wish to refer to these arrangements when ensuring similar future legal advice and insurance cover is maintained.

Your Service Level Agreement with your HR provider should, at the very least, support and advise management on day to day employee issues.

Where there are employee relations issues which might have the potential for litigation, such as capability or disciplinary issues, contractual disputes, TUPE transfers, dismissals, discrimination, most legal insurers will **require** schools to contact them to receive legal advice throughout the process.

In the event that a school has contacted its legal adviser/insurer, the school should inform its HR provider of this and ensure that the legal advice, in conjunction with the support from its HR adviser is followed to ensure compliance with the terms of the insurance. HR providers should be mindful of the advice given by the school's legal advisers/insurers and support the school in the context of this advice.

Your legal insurers should be regularly informed of actions in order for their records to be updated and any further tailored advice to be given. In the event that advice from the legal insurer is not obtained or not followed, it **may** result in the school invalidating the terms of the insurance cover and the school may not be able to claim related costs as provided for in the insurance agreement such as solicitor and barrister costs, should legal action be taken against the school.

	<p>Pay Grant Allocations for 2018-19 The Government has recently published this year's pay grant allocations for the Teachers' Pay Award. Where schools are maintained, then it is anticipated the funding will flow through the Local Authorities this autumn term. The publication can be viewed here.</p>	
5.	<p>Schools Forum - vacancies and the application process 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"> • Secondary Maintained Head Teacher • Maintained Special School Head Teacher • Primary Academy Head Teacher • Academy Secondary Head Teacher • Academy Secondary Governor • PRU/AP Academy 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 Sharon Griffin, Committee Services Officer, by 10.00 am on Friday 7 December 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 spring term with the first meeting being held on Monday 14 January 2019 at 3.00 pm. If there are more applicants than places in a given category, a ballot will be held. Voting will be done electronically and details of this will be sent out to all head teachers or governors in the category on Wednesday 12 December 2018. Voting will then close at 12 noon on Wednesday 19 December 2018.</p>	<p>Sharon Griffin Committee Services Officer Tel: 0300 300 5066 Email: Sharon.griffin@centralbedfordshire.gov.uk</p> <p>Chris Kiernan Interim Head of School Improvement Tel: 07387 094635 Email: Chris.kiernan@centralbedfordshire.gov.uk</p>

	<p>Head teachers and governors who were candidates in the election process will be informed on the afternoon of Wednesday 19 December 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>	
6.	<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>	
7.	<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>	
8.	<p>Inspiring Governance Inspiring Governance is a free, online service that connects schools and trusts in England with skilled volunteers.</p>	
9.	<p>Reminder – 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. The next Bedfordshire cohort starts on 10 December 2018.</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

10. Governor training programme 2018/2019 – courses available in December and January

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:

December

- GT121 - Pupil Premium and other funding on 11 December 2018 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm

January

- GT117 – Ofsted update on 10 January 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT96 – Clerks' seminar on 16 January 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT139 – Understanding performance data lower on 21 January 2019 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm
- GT124 – Recruiting and appointing a new school leader on 23 January 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT136 – Taking the Chair Session 1 (first of three sessions) on 24 January 2019 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
£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'.

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