

Governors' Essentials



Newsletter for Governors and Clerks

Issue 81

Date: January 2019

| INDEX | Item | |
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| Item 1. Department for Education (DfE) consultations 2. School complaints procedures: guidance for schools 3. HR updates - Teachers Pensions/EU Settlement Scheme/Helping employees with life and work challenges through Employee Support Services 4. Elections for parent governor representatives for Overview and Scrutiny Committee 5. Director's Briefing for Headteachers and Chairs of Governors on Tuesday 12th March 2019 at The Rufus Centre, Flitwick | 6. Joint statutory consultation launched by Church End Lower School, Marston Moretaine and the Diocese of St Albans regarding a change of designation for the school 7. List of cover clerks 8. Central Essentials 9. Governors for Schools (formerly SGOSS) 10. Inspiring Governance 11. Just a Minute on Thursday 27th June 2019 from 7.00 pm at Borough Hall, Bedford 12. Governor training programme 2018/2019 – courses available in February and March | |
| Item | | Contact |
| 1. | Department for Education (DfE) consultations To view all live consultations, please see the DfE's website . | |
| 2. | School complaints procedures: guidance for schools The DfE has published an updated version of the best practice guidance 'Guidance for schools about setting up or reviewing complaints procedures'. | |
| 3. | HR updates Teachers Pensions – important information about the opt-out process Schools have been advised of the recent changes to the regulations for the opt-out process for members, which will go live from 4 February 2019. From this date, any opting-out election will become effective from the date that the employer receives the form from the member (either paper or online notification); rather than when Teachers' Pensions receive the fully completed application (as is currently the case). | 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 |

EU Settlement Scheme

Schools have been provided with an update on the EU Settlement Scheme which will become effective should the UK leave the EU on 29th March 2019. The EU Settlement Scheme will provide all genuine EU citizens and their close family members the opportunity to apply for settled status if they intend to continue to live and work in the UK.

If an individual's application is successful, the applicant will be issued with either settled or pre-settled status which means they'll be able to continue living and working in the UK.

The EU Settlement Scheme is expected to go fully live by the 30th March 2019 with applications needing to be made by the 30th June 2021 if the UK leaves the EU with a deal, or the 31st December 2020 if the UK leaves the EU without a deal.

Although 2020/2021 may appear a long way off, schools have been advised to identify any staff that may be affected by the scheme and to provide them with information as early as possible in order to prepare for the application process.

Helping employees with life and work challenges through Employee Support Services

All schools should be engaged with an Occupational Health service for the undertaking of pre-employment medical screening and to support with absence management. As part of this service, Occupational Health providers normally offer an 'employee support service' which provides advice and counselling to employees on a wide range of work and personal matters.

Given the most recent statistics from [Mind](#) show:

"approximately 1 in 4 people in the UK will experience a mental health problem each year" and "in England, 1 in 6 people report experiencing a common mental health problem (such as anxiety and depression) in any given week",

this places greater emphasis on supporting and promoting employee wellbeing as part of the school's duty of care.

If your school already has 'employee support service' arrangements in place, then you should ensure that your staff are aware and reminded of the support they can receive and how this can be accessed.

If there aren't Employee Support Service arrangements in place, it is strongly advised you discuss this with your HR provider to ensure the school is meeting its duty of care towards employees.

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| | <p>In addition, the school might wish to consider promoting the free support and counselling help line service that is accessible to all schools' teaching and support staff and is provided by Education Support Partnership. Their website includes further details of this service, as well as a downloadable poster to promote within the school.</p> | |
| <p>4.</p> | <p>Elections for parent governor representatives for Overview and Scrutiny Committee The Council is currently undertaking an election to appoint four parent governor representatives on the Children's Services Overview and Scrutiny Committee (OSC) and emails have been sent to all parent governors of schools maintained by the local authority and academies seeking nominations for the posts.</p> <p>It would be greatly appreciated if you could ensure that your parent governors are aware of this opportunity.</p> <p>Please see the webpage and a copy of the letter sent to parent governors.</p> | |
| <p>5.</p> | <p>Director's Briefing for Headteachers and Chairs of Governors on Tuesday 12th March 2019 at The Rufus Centre, Flitwick The guest speaker is Paul Carlile: 'Restorative culture to drive behaviour for learning'.</p> <p>Paul will also be hosting a Leadership Surgery from 1.00 pm to 1.45 pm to talk through any questions you have on supporting behaviour in schools. Please could any questions be forwarded by 27th February 2019 to Joanna Farbon at Joanna.Farbon@centralbedfordshire.gov.uk to allow good use of the session time.</p> <p>Michelle Winter from Ofsted will also be sharing an update.</p> <p>Please see the provisional agenda.</p> <p>Bookings can be made by emailing Joanna Brown at Joanna.Brown@centralbedfordshire.gov.uk.</p> | <p>Joanna Farbon School Improvement Adviser Children's Services Tel: 0300 300 5295 Email: joanna.farbon@centralbedfordshire.gov.uk</p> <p>Joanna Brown Commissioning and Partnerships Officer School Improvement Tel: 0300 300 6598 Email: Joanna.Brown@centralbedfordshire.gov.uk</p> |
| <p>6.</p> | <p>Joint statutory consultation launched by Church End Lower School, Marston Moretaine and the Diocese of St Albans regarding a change of designation for the school The governing board of Church End Lower School, Marston Moretaine launched a statutory consultation on 10 January 2019 regarding a proposed change of designation for the school from foundation to voluntary controlled. The documents are available on the school's website. Responses are required by 20 February 2019.</p> | <p>Sue Barrow Information Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p> |

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| | <p>For this change to happen, the DfE requires the dual-site school to close and a new dual-site school to open with the new designation. The statutory consultation, therefore, includes (in part 2) a notice that The Diocese of St Albans Board of Education intends to establish a new Church of England voluntary controlled school in Marston Moretaine.</p> <p>A large level of support for the proposal was received during the governing board's preliminary consultation in late 2017. The Council's Executive subsequently confirmed their support in June 2018 for the school to apply to the DfE for permission to begin the statutory consultation process (you can read the report to the Executive here).</p> <p>The DfE gave consent in November 2018 for the school and the Diocese to proceed to the publication of the proposal and the statutory consultation.</p> <p>Following the close of this statutory consultation, the Council's Executive Member for Families, Education and Children will be asked to consider the results of both consultations and to determine the proposed change of designation. If the change receives approval, the school and Diocese will then apply to the Secretary of State for the new school to be designated with the religious character.</p> <p>It is proposed that Church End Lower School will close on 30 April 2019 and the new school, Marston Moreteyne Church of England VC School will open, at Church Walk and Great Linns, Marston Moretaine, on 1 May 2019.</p> | |
| <p>7.</p> | <p>List of cover clerks</p> <p>Following a number of requests, we have re-established a list of governing board clerks who are willing to cover meetings in the event of sickness or resignation, at schools other than their own.</p> <p>Please contact me in the first instance. Arrangements including payment to the clerk are to be made between the school and the clerk.</p> <p>If any more clerks would like to be added to the list, please complete this form.</p> | <p>Joanna Brown Commissioning and Partnerships Officer School Improvement Tel: 0300 300 6598 Email: gov.training@centralbedfordshire.gov.uk</p> |
| <p>8.</p> | <p>Central Essentials</p> <p>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)</p> <p>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'.</p> | |

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| | <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> | |
| 10. | <p>Inspiring Governance Inspiring Governance is a free, online service that connects schools and trusts in England with skilled volunteers.</p> | |
| 11. | <p>Just a Minute on Thursday 27th June 2019 from 7.00 pm at Borough Hall, Bedford Bedford Borough has organised an independent trainer to provide a two hour training session on taking effective minutes and is offering places to clerks in neighbouring local authorities.</p> <p>This course will help clerks develop skills that will enable them to write effective and accurate minutes. This course will explore:</p> <ul style="list-style-type: none"> • The role of the minute taker • Skills needed for effective minute writing • Capturing areas of challenge <p>There is a charge of £50.</p> <p>To book a place, please contact Bedford Borough Governor Services by emailing governorstraining@bedford.gov.uk.</p> | |
| 12. | <p>Governor training programme 2018/2019 – courses available in February and March Please see the list of course dates for the governor training programme and information regarding courses with spaces available in February and March 2019, can be found below:</p> <p>February</p> <ul style="list-style-type: none"> • GT141 – Understanding performance data lower on 4 February 2019 at Central Bedfordshire Council's offices, Dunstable from 6.30 pm to 9.00 pm • GT104 – Health and safety in a school/academy setting on 20 February 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm • GT137 – Taking the chair Session 2 (second of three sessions) on 21 February 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm • GT117 – Ofsted update (re-arranged date and new venue) on 26 February 2019 at The Rufus Centre, Flitwick from 10.00 am to 12.30 pm | <p>Joanna Brown Commissioning and Partnerships Officer School Improvement Tel: 0300 300 6598 Email: gov.training@centralbedfordshire.gov.uk</p> |

March

- GT101 – Governing monitoring visits on 12 March 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT140 – Understanding performance data lower on 18 March 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT138 – Taking the chair Session 3 (final of three sessions) on 21 March 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT131 – Support and challenge on 26 March 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT126 – Keeping children safe in education on 27 March 2019 at Central Bedfordshire Council's offices, Chicksands from 10.00 am to 12.30 pm
- GT99 – Finance for maintained schools on 28 March 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'.