

## Newsletter for Governors and Clerks

Issue 83

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<p><b>1. Governance handbook</b>                      The Department for Education (DfE) has issued an updated version of the <a href="#">Governance Handbook</a> and provided details of the updates on pages 6 to 8, as follows:</p> <p><b>Section 2: Strategic Leadership</b></p> <ul style="list-style-type: none"> <li>• Updated section at 2.4 to place stronger emphasis on parental engagement.</li> </ul> <p><b>Section 3: Accountability</b></p> <ul style="list-style-type: none"> <li>• New sub-section within 3.1 on workload considerations, which draws attention to the latest published workload guidance and workload reduction toolkit which provides support to schools and boards.</li> <li>• New section 3.2 on the robust oversight of an organisations. Due to insertion other sections have been re-numbered.</li> <li>• Updated sub-section within 3.4.1 to replace RAISEonline with information on Analyse School Performance.</li> </ul>	

**Section 4: People**

- Clarification at section 4.1.2 on criminal records checks and s128 prohibition.
- Updated text at section 4.4 to reflect the clerking competency framework, funded clerking training and the position of a clerk (governance professional) in trusts.

**Section 5: Structures**

- Clarification on LA associated people (LAAPs) serving as Members 5.2.1.

**Section 6: Compliance**

- Clarification at 6.4.1 on what a maintained school must publish in relation to the curriculum.
- Updated text at 6.4.4 to highlight the future proposed changes being made to SRE.
- Updated guidance at 6.4.9 following the introduction of statutory Careers guidance, which came into force in 2018.
- Removal of out-dated text at 6.5.
- Updated advice at 6.5.3 on information the board should check as part of the pre-appointment process when recruiting potential employees.
- Removal of previous section 6.5.4 on NTCL teacher services.
- Section 6.5.7, new sub section on Executive pay.
- Updated text at 6.6.3 to reflect changes to the Dedicated Schools Grant and the pupil premium.
- Updated guidance at 6.7 to provide further clarity on the board's responsibilities under safeguarding.
- Clarification at 6.8.3 that the statutory duty to produce and publish a statement of principles applies to maintained schools.
- Updated guidance at 6.8.9 on school food and milk which reflects the updating of entitling benefits for Free School Meals and outlines the board's responsibilities to ensure the school is complying with its obligations.
- Updated advice at 6.8.16 to alert schools to their fire safety responsibilities.
- Inclusion of additional paragraph at 6.11.2 on the responsibility of schools to ensure that any provider of childcare on site must have in place appropriate policies in relation to safeguarding children.
- Updated section at 6.14.1 to reflect the replacement of Edubase service with Get information about schools (GIAS).
- Updated section at 6.14.5 to reflect the introduction of the General Data Protection Regulations (GDPR).
- Clarification at 6.15 on dealing with complaints.

	<p><b>Section 7: Evaluation</b></p> <ul style="list-style-type: none"> <li>Updated to include reference to DfE funded governance development programmes and the clerking competency framework and Ofsted “myths” documentation.</li> <li>Updated content on schools causing concern and on coasting schools at section 7.4.</li> <li>Section 7.5 has been updated to include DfE areas of support and other information which may be of use to boards.</li> </ul>	
2.	<p><b>DfE’s school complaints procedures: <a href="#">guidance for schools</a></b>  The DfE has added new information to its ‘<a href="#">Best practice guidance for school complaints procedures 2019</a>’, on the use of independent governors and duplicate complaints.</p>	
3.	<p><b>DfE consultations</b>  To view all live consultations, please see the DfE’s <a href="#">website</a>.</p>	
4.	<p><b>Ofsted updates</b></p> <p><b>HMCI's commentaries</b>  Ofsted’s Chief Inspector, Amanda Spielman, writes about major issues in education and children’s services in a <a href="#">series of articles</a>. The latest <a href="#">commentary</a> looks at knife crime.</p>	<p><b>Sally Dakin</b>  <b>Commissioning and Partnerships Manager</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>
5.	<p><b>HR updates</b></p> <p><b>NJC Pay Award and Assimilation 2019/20</b>  By now, all schools should have notified their payroll provider of the new spinal column point range and salaries that their school’s NJC (Support Staff) are to be paid from 1st April 2019. We have received some questions about the new pay spine, so we wish to remind schools of the steps to implement the pay spine, outlined in the <a href="#">guidance document</a> published on 22nd February 2019:</p> <p><b>Step 1 - Establish the new assimilated scale point</b>  Firstly, the new assimilated spinal column point range (scp), scp point and full-time equivalent salary for all NJC staff as at 1st April 2019 needed to be established. The Assimilation Spreadsheet was provided to support this identification. Once the Assimilation Spreadsheet had been completed and checked, it was to be submitted to the school’s payroll provider.</p>	<p><b>Sarah Reed</b>  <b>HR Policy Officer</b>  <b>HR Policy &amp; Implementation</b>  <b>Tel: 0300 300 4338</b>  <b>Email: <a href="mailto:hrrservicesschools@centralbedfordshire.gov.uk">hrrservicesschools@centralbedfordshire.gov.uk</a></b></p>

**Step 2 - Establish with your payroll provider if an increment is required on the new assimilated pay scale**

Once the assimilation data had been submitted, schools needed to liaise with their payroll provider in order to identify those who are also due an incremental increase on 1st April 2019 as the principle applied by the Council and agreed with unions was that staff would assimilate to the new pay scales and then receive an increment where appropriate.

The school and payroll provider must assess this as CBC do not hold pay data for school staff and therefore the circumstances of each member of staff must be considered and increments, where appropriate, applied by your payroll provider.

See the [increment and assimilation example](#).

Please see the [assimilation guidance](#), spreadsheets for [mainstream schools](#) and [special schools](#), [FAQs](#) and template letters [template letter 1](#), [template letter 2](#), [template letter 3](#), [template letter 4](#), [template letter 5](#) for staff which have been issued previously via Central Essentials.

We would like to thank all schools who have confirmed they have implemented the pay assimilation and informed their payroll providers. If you have not done so already, please may we ask you to complete the form that can be found in the [Schools Comprehensive Guidance](#) (page 7) by **Friday 5th April 2019** and send this to [HR Schools Statutory service](#). If any maintained school is aware of potential delays to the implementation, they should let the HR Schools Statutory service know as soon as possible.

**HR Policy Updates – Important Information**

The Council’s HR Policy Team undertakes regular reviews and updates of the information, guidance and policies that are published on the [Schools' Portal](#) and has recently done so to ensure that these reflect the 2019 NJC Pay Award and Assimilation. As such, the below documentation has been shared, consulted upon and agreed with the Council's recognised Trade Unions and Professional Associations and has been published on the Schools' Portal.

<b>Policy</b>	<b>Location</b>
Code of Practice for Recruitment & Selection	<a href="#">Schools Personnel Handbook Chapter 2: Recruitment &amp; Appointment</a>
Employee Handbook for School-based staff	<a href="#">Employee Handbook for School Based Staff</a>
Redeployment Policy	<a href="#">Schools Personnel Handbook Chapter 5: Leaving the Local Authority</a>

Working Time Regulations	<a href="#">Schools Personnel Handbook Chapter 3: Employment Information, 3.19</a>	
	Guidance on Pay & Conditions of Service (School Support staff)	
<p>Headteachers and governors of all community and voluntary controlled schools and nurseries (and other maintained schools which adopt CBC policies) are advised to update themselves with these amended documents.</p> <p><b>Local Government Pension Scheme (LGPS) Contribution Rates – Important Information for Schools and HR/Payroll providers</b></p> <p>We have received a number of queries recently in relation to what are the LGPS employer contribution rates for schools. We can confirm that these are as follows:</p> <p>2018/2019 - 25.2% 2019/2020 - 26.5%</p> <p>Should you have any further queries in relation to this, please contact the Bedfordshire Pension Fund at <a href="mailto:pensions@bedford.gov.uk">pensions@bedford.gov.uk</a>.</p>		
6.	<p><b>Revised Central Bedfordshire 2018 School Cluster Reports</b></p> <p>The Learning Performance Team is pleased to inform you that the 2018 Central Bedfordshire School Cluster Reports have been revised with final Key stage data.</p> <p>The school cluster reports were sent to schools via Anycoms (Head Teacher Accounts) on <b>Thursday 6th March 2019</b> (please note: schools will only be receiving the cluster report in which they are situated).</p> <p>As part of Central Bedfordshire’s commitment to delivering the Partnership Vision for Education (2015 – 2019) and following feedback from the Partnership Vision for Education Board and heads and governors, we have developed 7 School Cluster Data reports. These will enable schools to work together across a School Cluster to analyse the strengths and challenges of their education community and take a collective response to these. Central to the purpose of the reports/sharing the data is that they will support schools in focusing on the learning journey of the child throughout their education. As set out in the Partnership Vision for Education, this will support our collective ambition for our children and young people to achieve the best possible outcomes, and ensure that across Central Bedfordshire we achieve in the top quartile nationally at every key stage.</p> <p>The School Cluster report is intended to give schools and Local Authority officers wider comparisons in the geographical area in which they are situated.</p>	

	<p>The data contained in the report is <b>confidentially restricted</b> for internal school use only and <b>not</b> intended for the public domain.</p>	
<p>7.</p>	<p><b>Southill Lower School and Derwent Lower School – proposed federation</b>          Southill Lower School and Derwent Lower School are proposing to form a federation called “The Derwent and Southill Federation”.</p> <p>Information regarding the proposal and guidance for how to respond to the consultation is available <a href="#">here</a>. The <b>consultation runs until 23 April 2019</b>.</p> <p>Southill Lower School was until recently federated with Shelton Lower School. This federation has been dissolved and, with effect from 25 February 2019, Shelton Lower is a standalone school.</p>	<p><b>Sue Barrow</b>  <b>Information Manager</b>  <b>School Organisation, Admissions &amp; Capital Planning</b>  <b>Tel: 0300 300 5700</b>  <b>Email: <a href="mailto:sue.barrow@centralbedfordshire.gov.uk">sue.barrow@centralbedfordshire.gov.uk</a></b></p>
<p>8.</p>	<p><b>Free 2019 Central Bedfordshire Pupil Health and Wellbeing Survey (SHEU survey)</b>          It’s time to register your interest for the FREE 2019 Central Bedfordshire Pupil Health and Wellbeing Survey (SHEU survey)!</p> <p>As you may be aware, over 5,000 Central Bedfordshire pupils took part in the free Health and Wellbeing survey in 2017. Public Health is now preparing to run the 2019 survey and would like to encourage all schools to take part.</p> <p>The data from this survey has helped those schools to develop strategies to improve the health and wellbeing of their pupils, and in 2019 will be particularly useful in preparation for statutory RSE and Health Education. Your school results will also help you to measure trends over time to understand the impact of your policies and interventions. Previous survey data has helped statutory authorities to evidence the need for improved or additional services. Please see the <a href="#">factsheet</a> for further information.</p> <p>Please include the following information in your e mail:</p> <ul style="list-style-type: none"> <li>• Name of school</li> <li>• Name of contact</li> <li>• Role</li> <li>• Email address</li> <li>• Year group(s) to be surveyed</li> <li>• Number of pupils in each age group</li> <li>• Whether you would prefer a paper copy or electronic version of the survey</li> <li>• Whether you would like a special school version</li> </ul>	<p><b>Sarah James</b>  <b>Public Health Senior Practitioner - Children and Young People</b>  <b>Tel: 0300 3004109</b>  <b>Email: <a href="mailto:sarah.james@centralbedfordshire.gov.uk">sarah.james@centralbedfordshire.gov.uk</a></b></p>

9.	<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>	
10.	<p><b>Governors for Schools</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'.</p> <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>	
11.	<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>	
12.	<p><b>Working Together Safeguarding training</b> (9.30 am to 4.30 pm) on the following dates:</p> <ul style="list-style-type: none"> <li>• Tuesday 7th May 2019 at The Bedford Golf Club, Great Denham</li> <li>• Wednesday 15th May 2019 at The Leagrave Centre, Luton</li> <li>• Tuesday 21st May 2019 at The Incuba, Dunstable</li> <li>• Monday 3rd June The Bedford Golf Club, Great Denham</li> </ul> <p>Please see the <a href="#">flyer</a> for further information.</p>	
13.	<p><b>FREE Just a Minute on Thursday 27th June 2019 from 7.00 pm at Borough Hall, Bedford</b>  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"> <li>• The role of the minute taker</li> <li>• Skills needed for effective minute writing</li> <li>• Capturing areas of challenge</li> </ul>	

There is no charge for clerks who work in schools/academies in Central Bedfordshire. To book a place, please contact Bedford Borough Governor Services by emailing [governorstraining@bedford.gov.uk](mailto:governorstraining@bedford.gov.uk).

**14. Governor training programme 2018/2019 – courses available in April and May**

Please see the [list of course dates](#) for the [governor training programme](#) and information regarding courses with spaces available in April and May 2019, can be found below:

**April**

- GT114 – Induction (session 1 of 2) on 23 April 2019 at Central Bedfordshire Council's offices, Dunstable from 6.00 pm to 9.00 pm
- GT122 – Pupil Premium and other funding on 24 April 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT118 – Ofsted update on 25 April 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT115 – Induction (session 2 of 2) on 30 April 2019 at Central Bedfordshire Council's offices, Dunstable from 6.00 pm to 9.00 pm

**May**

- GT107 - Exclusions – the governors' role on 1 May 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT129 - SEND/vulnerable learners - the role of the SEND Governor on 8 May 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT142 - Understanding performance data primary on 13 May 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT120 - Promoting British values through Spiritual, Moral, Social and Cultural development (SMSC) on 14 May 2019 at Central Bedfordshire Council's offices, Chicksands from 6.30 pm to 9.00 pm
- GT110 – Induction (whole day) on 21 May 2019 Central Bedfordshire Council's offices, Chicksands from 9.30 am to 3.30 pm
- GT127 - Keeping children safe in education - the role of governors on 22 May 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

**Joanna Brown**  
**Commissioning and Partnerships Officer**  
**School Improvement**  
**Tel: 0300 300 6598**  
**Email: [gov.training@centralbedfordshire.gov.uk](mailto:gov.training@centralbedfordshire.gov.uk)**



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'.