

# GOVERNOR HEADLINES

Welcome to issue #20 of Governor Headlines, the first of 2019. We hope that you have all had a restful holiday and wish you a very happy and healthy New Year.

This edition includes an introduction to Paul Calver, our new Interim Strategic Lead of School Leadership and Governance, guidance on collecting references for new governors, advice on how to carry out exit interviews and updates on post 16 school travel arrangements.

As always, if you have any thoughts or suggestions regarding Governor Headlines please contact [governorheadlines@suffolk.gov.uk](mailto:governorheadlines@suffolk.gov.uk).

## What's New This Month – January 2019

### The Knowledge

Please find the latest edition of **The Knowledge** for January 2019 [here](#).

Please note that The Knowledge is a half-termly document and therefore not included in every monthly issue of Governor Headlines.



## New Strategic Lead for Leadership and Governance (Interim)

Following the retirement of Carol Hitchman at the end of December 2018, Paul Calver has been appointed to lead the team supporting Leadership and Governance in Suffolk Schools. Paul has worked in Suffolk schools since 1983, as a teacher, Headteacher, adviser and education officer. He also spent some time as a Chair of Governors in a Norfolk school and has worked recently as a governance adviser.

Paul looks forward to working with you to support the critically important role governors play in ensuring children and young people in Suffolk get the best education possible. Arrangements for contacting the team remain the same as before.

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## Secure Emails

As you will be aware, correspondence relating to governance is often extremely confidential and it is essential therefore that any email address used to send or receive such confidential information is secure.

We would like to strongly suggest to governors that the best way to ensure your emails are secure is to ask your school to provide you with a school email address, if you haven't already been issued with one. This also has the benefit of you never having to disclose your personal email to members of the public because of a governance related query.

If you currently use a personal email address for governor correspondence, please can we remind you that this address **must not** be shared with anyone else, for example a partner or other family member. If confidential governance correspondence is read by anyone other than the intended recipient, even by accident, this is classed as a data breach under the current GDPR regulations and could result in your dismissal from the governing body or a monetary fine being levied at the school.

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## References for New Governors

We would strongly suggest that governing bodies ask for references for all new governor applicants.

Aside from being in line with safer recruitment and safeguarding policies, collecting references for potential governors will also help to ensure that candidates have the necessary skills and willingness to develop.

How you request references is entirely up to you but it's advisable that candidates are asked to supply two referees, at least one of whom should be an individual who knows the candidate in a professional capacity, for example a line manager. One personal referee can be used if two professional referees aren't available, however this individual should not be related to the candidate.

If you are looking to recruit a new governor with a particular skillset you may also like to request a referee with knowledge of the candidate's capabilities in this area.

If you would like to adapt our reference request form for use by your governing body please find this [here](#).

Further information on the identification and appointment of new governors can be found in our [Recruitment Toolkit](#) but if you have any further queries please contact [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk).

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## Exit Interviews

Interviews conducted with staff members who're leaving, known as exit interviews, are not only about the decisions behind the individual's move but can also provide useful feedback and information about what your school is doing right and where improvements can be made. Whilst they are becoming common practice it's recommended that exit interviews are always conducted within schools as a matter of course.

As governors, your role in exit interviews should be strategic rather than operational and you will rarely be required to carry out the interview yourselves. However, you very much have an input in deciding what information you'd like to gain from the interview, how this is collated and how it's put to use in helping to improve policies, procedures and staffing responsibilities. Staff members who are leaving may also be prepared to be more forthcoming, which offers the opportunity to establish whether any negative aspects of school culture might be driving departures.

It's recommended that governing bodies approve a policy on exit interviews and the questions that the leaving staff member is asked. These questions should be the same for every member of staff who is leaving.

The interview itself should be conducted by an individual of two line managements above the leaving staff member, which in most cases will be the Headteacher. The only time a governor might carry out the interview is if the leaving staff member is directly line managed by the Headteacher.

Information gained as a result of the exit interview should be presented back to the governing body as an anonymised report and responsibility for reviewing the report can then be given to a staffing committee if the governing body prefers.

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## Governor Training

As we enter the new year, you might be thinking about which governor training courses are available in 2019.

All Schools' Choice run courses can be found in their [online training brochure](#) and are free of charge if your school subscribes to Schools Choice services.

Information on the National Governance Association's Development for Chairs programme can be found [here](#) and is relevant to Chairs of Governors, Vice Chairs, committee Chairs and aspiring Chairs.

You might like to discuss whether there are any courses your governing body, or any recently appointed governors, might particularly benefit from.

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## Post 16 Travel Policy for 2019/2020

### **For the attention of all schools with post 16 provision**

Please pass this message to students in Year 11 who are planning their Post-16 pathways for September 2019.

The Post 16 Travel Policy Statement for 2019/20 can be found at [www.suffolkonboard.com/school-travel/](http://www.suffolkonboard.com/school-travel/).

This travel policy is for full-time learners aged 16-18 and those aged 19 and over, if they are continuing a defined learning programme with agreed outcomes, started before their 19<sup>th</sup> birthday. It also provides the policy for continuing learners with Education, Health and Care Plans aged 19-25.

At this time, it's really important for families and young people to be considering and planning their journeys to their intended Post-16 pathway early. There are many sustainable travel options and often local bus or train services can offer cheaper/discounted ticket options for students. Termly or weekly discounted options are available too, which can be helpful. Use Suffolk on Board Journey Planner and route lists to help you [www.suffolkonboard.com/planner](http://www.suffolkonboard.com/planner).

Young people need to plan their journeys when thinking about their Post-16 pathways and should read the policy to understand whether they are eligible for subsidised Post-16 travel.

There is lots of useful information provided on [www.suffolkonboard.com](http://www.suffolkonboard.com) such as route planners, what transport colleges and schools are putting on for their students and information about applying for a free Endeavour Card. The Endeavour Card is accepted by many bus operators and gives young people at least a 25% discount on their travel.

If young people believe that they are entitled to subsidised travel, they need to apply **before the closing date of 31 May 2019**. They should apply for their travel for September 2019 between **1 April and 31 May 2019** on [www.suffolkonboard.com](http://www.suffolkonboard.com). They should bear in mind that SCC subsidised travel may not be the cheapest travel option for them, so young people should consider other options that may be available to them. If an alternative course is secured after 31 May 2019, please let us know as soon as possible.

You can get further advice from the customer service team on 0345 606 6067 or by email on [customer.service@suffolk.gov.uk](mailto:customer.service@suffolk.gov.uk).

**[Please find attached suggested wording to send to your Year 11 students about the Post-16 travel offer and options.](#)**

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## Post 16 Travel Policy and Arrangements Getting Ready for September 2019

**[Click here to read a letter from Adrian Orr about the Post 16 Travel Policy and arrangements](#)**

**[Getting ready for September 2019 form](#)**

**Contact:** [post-16Travel@suffolk.gov.uk](mailto:post-16Travel@suffolk.gov.uk)

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## Early Years and Childcare Service support for children with SEND in Reception classes

In response to changes in central funding for Early Years provision, the Early Years and Childcare Service was restructured last year. As a result of this restructure the team will no longer be able to offer support to children with SEND in year Reception.

[Read more about Early Years and Childcare Service support for children with SEND in Reception classes](#)

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## Help Shape Support for Pupils with English as an Additional Language (EAL) in Suffolk

Please follow the link to the survey and complete by Friday 11 January 2019

[Take the survey](#)

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## New Change4Life Nutrition Campaign Coming Soon

Change4Life will be launching a new campaign in early January 2019 which will alert parents to the surprisingly high amount of sugar in everyday products and provide them with ideas for healthier, everyday swaps.

Partners will be provided with a range of digital and printed resources via the [Campaign Resource Centre](#) to support local activation of the campaign, with [new resources for children's centres](#) and [libraries](#) also included in this year's offer.

To further support the campaign 3.6 million take-home packs will be sent to primary schools featuring fun games and stickers to get children involved. There will also be new curriculum linked resources available for teachers on the [School Zone](#) to help embed healthier habits in schools.

Sign up to the Campaign Resource Centre to receive the latest campaign updates or for more information, email [partnerships@phe.gov.uk](mailto:partnerships@phe.gov.uk)

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## Suffolk Agreement for List of Provider Members

Funding implications of an Inadequate EYFS Ofsted Judgement.

[Read more about the Suffolk Agreement for List of Provider members](#)

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