

GOVERNOR

HEADLINES

Welcome to issue #14 of Governor Headlines. This month's newsletter provides information on the recruitment of new governors, changes to the LA governor appointment process and governor access to the rolling record. There are also opportunities to book onto several conferences and workshops, including welcome sessions for Early Years Newly Qualified Teachers (NQTs).

As always, if you have any thoughts or suggestions regarding Governor Headlines please contact governorheadlines@suffolk.gov.uk.

What's New This Month – June 2018

The Knowledge



Please find the latest edition of **The Knowledge** for June 2018 [here](#).

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

The Governor Recruitment Campaign



Senior Governance Advisor Joanna Howell (l) and Chair of Governors at Wilby CEVC Primary, Kim Palmer (r), dispel common misconceptions about school governance in an interview with the East Anglian Daily Times.

Suffolk County Council Relaunches Govern Suffolk Schools Campaign

You may have seen the two articles published in May relating to the number of school governor vacancies in Local Authority maintained schools across Suffolk.

We have been very pleased by the number of people who have registered interest as a result of reading the articles and are currently in the process of acquiring application forms and working with these potential governors in identifying suitable placements.

However, we are aware that there is still much work to be done surrounding the recruitment of school governors and discussions are currently being held surrounding the re-launch of our 2017 governor recruitment campaign.

A Recruitment Toolkit is also currently being developed to help governing bodies source and appoint new governors.

Help Us to Help You

The Local Authority (LA) Leadership and Governance Team maintain a governor database separate from Governor Hub, which is maintained by Schools' Choice. As Schools' Choice are divested from the LA we do not have access to any information they hold.

This means that if your governing body doesn't report its resignations to us, we are not aware of your vacancies and therefore won't know to contact you if we identify a suitable candidate.

It is therefore imperative that you keep us up-to-date on your governing body composition. This can be done by completing the following two forms and emailing the information to governance@suffolk.gov.uk .

[Report a New Governor Appointment/Reappointment](#)

[Report a Governor Resignation](#)

Responsibility for keeping us informed doesn't have to sit with the Chair of Governors but it is a good idea to nominate a governor to do so. Alternatively, your Clerk would be able to supply us with this information but only if asked to do so by the Chair of Governors.

As well as making us aware of your current vacancies it is also vital that governing bodies act quickly in securing any potential governor applications we may offer you. Whilst the appointment of new governors is largely successful, there have been some occasions in recent months where the applicant has lost interest because the appointment process undertaken by the governing body has taken too long.

We realise that you want to make sure any new governor is the right fit for your governing body but would strongly suggest that you meet or speak with any prospective candidate whilst reviewing their application. Again, this contact does not have to be made by the Chair, another governor with the capacity could be nominated to. The appointment of new governors however is a governor decision and responsibility for the appointment process should not be allocated to the Headteacher.

If you have any questions relating to the appointment of new governors please contact governance@suffolk.gov.uk . Similarly, if you have any thoughts or suggestions on how we can advertise school governance to the public we would love to hear from you.

Changes to the LA Governor Appointments Procedure

The Regulations:

As you're probably aware the procedure for appointing a Local Authority (LA) governor differs from the appointment process of a co-opted governor, or the elections held for parent and staff governors.

Potential LA governors can be identified by the governing body or by the LA. However, they have to first be nominated by the LA and have their nomination approved by the LA appointments committee before they can be appointed by the governing body.

As stated in [The Constitution of Governing Bodies of Maintained Schools](#) statutory guidance:

'The Local Authority can nominate any person who is eligible to be a Local Authority governor, but it is for the governing body to decide whether their nominee has the skills required to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set.'

The Process:

Once a new LA governor has been identified, the LA Leadership and Governance team ask the nominee to complete an application form before collecting references from the 2 referees stated. If the nominee is known to the governing body we may also ask the Chair of Governors to provide a supporting statement. This information is then reviewed by the LA appointments committee who decide whether to approve the nomination.

Similarly, if the nominee is a current LA governor who would like to be reappointed for a further term-of-office we ask for a supporting statement from both the Chair of Governors, or Vice-Chair if the nominee is themselves Chair, and the Headteacher. To make the procedure more robust we have recently also begun to ask the nominee to provide a Statement of Impact detailing the positive impact they have had on the governing body over the last year.

Changes to the Process:

In the past the LA appointments committee have met once termly, which often meant governing bodies had to wait several months for their nominated LA governor to be appointed. To improve the process it has now been decided that, whilst the committee will still meet once termly, information regarding LA governor nominees can also be sent through to the committee remotely in order to be reviewed and approved in the interims between these meetings.

Further discussions are also being held which we hope will see the disbanding of the once termly committee meeting altogether. This will mean that all LA governor nominations will be approved via email on an as-and-when basis, ensuring governing bodies don't have to wait as long to appoint their identified candidates.

What do Governors Need to do?

If your governing body has identified a potential LA governor please notify the Leadership and Governance team by emailing governance@suffolk.gov.uk or calling 01473 260163. We will then work with you and your LA candidate in acquiring an application form, references and any appropriate supporting statements.

Whilst the once-termly committee meetings are still being held, existing LA governors approaching the end of their term-of-office will be contacted by us approximately 6 weeks before the meeting – the next of which is due to be held on the **15 October 2018** – to confirm whether or not the individual would like to be

nominated for reappointment. Supporting statements and Statements of Impact will then be collected as appropriate.

If you have any queries about the LA governor appointments procedure please contact governance@suffolk.gov.uk

Attending SEO Meetings and Rolling Records

We would like to remind Chairs of Governors that they are welcome and encouraged to attend meetings at the school with their Headteacher and Standards and Excellence Officer (SEO). Details of these meetings are logged on a "rolling record" on the Perspective Lite website and your Headteacher will be able to provide access to this.

We would encourage governors to be aware of the rolling record in holding school leaders to account.

NQT Welcome Session for Early Years NQTs

NQT & Induction Tutor Training Sessions July and September 2018 - revisions

Governing bodies have a statutory duty to ensure compliance with Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, Headteachers, school staff and governing bodies Revised April 2018.

To support them in this duty you may like to be aware of the NQT Welcome Session for early Years NQTs.

10th September 2018, West Suffolk House

The afternoon session of this course, from 12.30pm, is now open to KS1 teachers practising continuous provision, and/or with an interest in the outdoor learning space.

For further details of this course plus the other NQT Welcome sessions and Induction Tutor training, visit the [NQT website](#)

Contact: Emma Hepburn, EL.NQTenquiries@suffolk.gov.uk, 01473 263951

Rainbow Conference

The Suffolk Rainbow Conference – Monday 2nd July 2018



The Rainbow Conference is back for 2018. The SCC LGB&T Network has once again joined forces with Health, Wellbeing and Children's Services and the University of Suffolk to deliver an even bigger **free** conference.

Designed especially for anyone that works with children or young people in an educational capacity, including teachers, headteachers, governors, support workers etc, the conference will cover all kinds of good practice when dealing with the question of inclusion.

Alongside a range of workshops, our key note speaker will be Andrew Moffat MBE, Assistant Headteacher at Parkfield Community School in Birmingham and author of "No Outsiders in our school: Teaching the Equality Act in Primary Schools".

[To secure your place at the conference or find out more, please click here.](#)

Free Workshops to Raise Awareness of Prevent (WRAP)

Multi-agency awareness training re recognising and supporting people vulnerable to radicalisation (VTR) or influenced by extremism.

What will I learn?

By the end of the session, participants will:

- Understand Prevent's aims
- Recognise factors that could make someone vulnerable to terrorism
- See why some people are able to influence and manipulate others
- Recognise when a vulnerable individual may need help
- Understand how to access help and support in Suffolk

Who is the training aimed at?

Any frontline staff working with children and young people or vulnerable adults, from district, borough or county councils, police, other statutory sector, school staff or governors and the voluntary and community sector.

What are the dates?

- Thursday 14 June 2018, Landmark House, Ipswich
- Wednesday 11 July 2018, Riverside, Lowestoft
- Wednesday 5 September 2018, Endeavour House, Ipswich
- Tuesday 30 October 2018, Landmark House, Ipswich
- Thursday 22 November 2018, Riverside, Lowestoft
- Tuesday 18 December 2018, West Suffolk House, Bury St Edmunds
- Tuesday 15 January 2019, Endeavour House, Ipswich
- Tuesday 19 February 2019, Landmark House, Ipswich
- Wednesday 27 March 2019, Riverside, Lowestoft
- Tuesday 16 April 2019, West Suffolk House, Bury St Edmunds
- Thursday 9 May 2019, Endeavour House, Ipswich

Arrival from 9.30am for tea/coffee with the training session between 9.45 and 11.15am. Please arrive in time for a prompt start.

[Location information for Ipswich and Bury](#)

[Location information for Riverside](#)

How can I book?

To book a place either:

- Book online via the Suffolk [CPD website](#)
- Or contact Sarah Lamport sarah.lamport@suffolk.gov.uk or tel: 01473 263976 providing your name, job title, organisation, email and phone number.
- If you are interested in running the training for a group of staff in your organisation, please contact Sarah Lamport to discuss.

Endorsement

The Local Safeguarding Children Board endorse this training.
