

GOVERNOR HEADLINES

Welcome to issue #15 of Governor Headlines, and the last of the 2017-18 academic year. This issue includes information on data breaches and the importance of having a secure governance email address, as well as the current SEND consultation and high needs funding for the Autumn term.

The LA Leadership and Governance team would like to say a huge thank you to all governing bodies who tirelessly give up their time and commitment to support their schools and the pupils and students across Suffolk. We look forward to working with you again in September.

What's New This Month – July 2018

A Farewell to Grant Skinner



We are very sorry that after almost twelve years of supporting governance in Suffolk, Grant Skinner will be leaving his post as Governor Training Manager at Schools' Choice. We know that many of you have enjoyed working with Grant over the years and his wealth of knowledge will be much missed.

In the future Catherine Barratt will be overseeing both the clerking and the training services and is delighted to have the opportunity to build on the excellent foundations laid by Grant. Any training enquiries can be directed to the Schools' Choice [governor training mailbox](#) and any general governance enquiries to the

[support inbox](#) .

The new interactive Schools' Choice training brochure for 2018/19 is now available online [here](#).

Secure Email Addresses

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 make sure 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.

What Should You Do in a Data Breach?

Under General Data Protection Regulation (GDPR) schools must have a Data Protection Officer (DPO). This must be an operational member of staff, not a governor, although a governor could also have responsibility for this area of work. MAT's are able to pool their resources and have one DPO across all of their schools. Either way the DPO role must have been identified and recruited to. Alternatively, Schools' Choice offer this service for schools to buy into. This negates the need for a DPO in school as School's Choice will fulfil this function on behalf of the school.

In the event of a data breach, or potential breach, the staff member or data processor must immediately notify the Data Protection Officer. The details of the (potential) breach would need to be discussed and processes followed quickly. The

Information Commissioners Office expects reportable data breaches to be done so within 72 hours. More information on data breaches can be found [here](#) .

For more information on the services offered by Schools' Choice please contact Sian Durrant on 01473 260741

Proposed Chairs of Governors Group – Ipswich

Angela Gage, Chair of Governors at Dale Hall Community Primary School and National Leader of Governance, has proposed the creation of an Ipswich based Chairs group. The group would be designed with school to school support in mind and would offer Chairs of Governors the opportunity to network, share good practice and challenges and propose training opportunities.

For further information about the proposal please click [here](#).

To express your interest please contact Angela Gage at angela.gage@dalehallprimary.net .

SEND Sufficiency Consultation

26 June – 7 August – Education Element

The Special Educational Needs and Disabilities (SEND) Sufficiency Plan is the strategic plan that sets out how Suffolk County Council and the Clinical Commissioning Groups (CCGs) in Suffolk will develop future services for children and young people with SEND. However, this consultation will only focus on the education element.

Through a co-production process we have developed a set of key principles for commissioning specialist educational provision and the three options proposed for consultation. Please see: www.suffolk.gov.uk/consultations .

SEND Governance Review Guide and Launch Invitation

Every board is responsible for holding leaders to account for the education of learners with SEND. Commissioned by Whole School SEND and co-funded by the DfE and [Driver Youth Trust](#) (DYT) in partnership with governance leaders, the SEND Governance Review Guide has been released, drawing upon the six features of effective governance to set out a framework for how to ensure that learners with SEND access high-quality provision. Visit sendgov.co.uk to download your free copy of this guide.

High Needs Funding – Autumn Term 2018

In September 2018 all mainstream pupils including Further Education providers, will be moderated against new banding descriptors and using a new application process. 2 Hr briefings for schools and post 16 providers will be held in July and September.

11 July - Ipswich, Castle Hill Community Centre, 10am to 12pm

18 July - West Suffolk, Morton Hall Community Centre, 10am to 12pm and 1pm to 3pm

10 September - Venue and times TBA

11 September - Venue and times TBA

Please email megan.cherry@suffolk.gov.uk or Margaret.gemmell@suffolk.gov.uk to book your place.

[Read more about High Needs Funding](#)

Contact: Paula Groombridge, paula.groombridge@suffolk.gov.uk
