

GOVERNOR

HEADLINES

Welcome to edition #16 of Governor Headlines and the first of the new academic year 2018-19, we hope you've all had a lovely Summer. We have lots of information to share with you this month, including guidance on school performance and appraisal, advise on GDPR and safeguarding, an update on the LA Governor appointments process and statutory guidance regarding Newly Qualified Teachers (NQT's).

We are also pleased to draw your attention to a number of training opportunities, including Development for Boards and Development for Chair's programmes run by the National Governance Association (NGA).

You may also be interested in joining the new Ipswich based Chairs of Governors discussion group and, if you're a parent governor at a Local Authority maintained school, being nominated to sit on our scrutiny committee.

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

What's New This Month – September 2018

The Knowledge

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

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



Who Are We?

As this is the first edition of Governor Headlines for the new academic year 2018/19, we'd like to take the opportunity to remind you of the differences between ourselves in the Local Authority Leadership and Governance team and the Schools' Choice team. Although we work closely together we both undertake different functions.

Our Leadership and Governance team undertake all the statutory responsibilities for governance, including the appointment of Local Authority governors and the reconstitution of governing bodies, the implementation of High Level Action and External Reviews of Governance and support governors with the processes for parental complaints and hearings in liaison with the Resolution team. We are also leading on the Govern Suffolk recruitment campaign.

We are contactable at governance@suffolk.gov.uk or on 01473 263972.

Schools' Choice are not the Local Authority. They are a provider that offer their services to schools. They offer a Clerking service and maintain the Governor Hub database. They also offer a range of training courses which can be viewed in their [online brochure](#).

If you are interested in subscribing to Schools' Choice services more information can be found on their [website](#). They are also contactable at governor.support@schoolschoice.org or on 01473 263993.

Whilst we hope to soon have a data-sharing agreement in place between ourselves, schools and Schools' Choice, currently any updates shared with one of our teams will not automatically be shared with the other and it is therefore highly important that you make us both aware of any new governor appointments, re-appointments and resignations.

To make it easier for you to keep us up to date we've created the below forms which can be filled in and emailed back to us by your Chair of Governors or other member of the governing body, your Clerk, a member of staff or by the governor in question.

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

If your Clerk works for Schools' Choice they can also be requested by the Chair of Governors to share any amendments with our LA Leadership and Governance team.

School Performance and Appraisal

As the new term begins governors and trustees will be analysing their school results whether at KS2, KS4 or KS5.

In moving forward the outcomes any discussions or decisions should be related to the performance management of all staff, including support staff to ensure that the current trajectory is maintained or improvements are made.

Effective appraisal of the Headteacher is at the heart of any school improvement cycle and governors and trustees need to ensure that they have a full understanding of their role in this activity.

Further guidance can be found at www.nga.org.uk , along with helpful questions to ask, and training courses available through Schools' Choice can be found [here](#) .

We would recommend that the external consultant for the Headteacher appraisal process is changed every three years to avoid the relationship becoming “cosy”.

Other considerations need to be given to the correlation between appraisal outcomes, pay, and the quality of teaching and learning in our school. Governors and Trustees need to ask questions in relation to school performance; staff performance and their appraisal outcomes alongside any increases in both teachers' and Headteacher's pay.

The annual School Teachers Pay and Conditions document should be available from 1st September 2018 on the [DfE website](#).

NQT Statutory Guidance, CPD Opportunities & Registration

For the attention of all governors employing newly qualified teachers (NQTs).

If your school or setting is employing a newly qualified teacher this term it is important that each one of them is registered with an Appropriate Body. The Teacher Regulation Agency (TRA) requires that all NQTs are recorded on their database by 17th October 2018. In order to meet this deadline NQTs must be registered with Suffolk Appropriate body by Friday 28th September 2018.

Governors have responsibility for ensuring compliance with the [statutory guidance](#), which includes registration of NQTs by the headteacher or principal, (statutory guidance paragraph 2.24).

This also includes ensuring the school or setting has the capacity to support the NQT and the NQT is employed in a suitable role.

The attached PDF and links will provide information about induction tutor training (a statutory entitlement for NQTs and responsibility of the headteacher/principal), NQT Welcome Sessions and professional development opportunities provided by the School to School Support Partnership.

[Induction Tutor Training and NQT Welcome Sessions](#)

School to School Support Partnership – Professional Development Opportunities

Please do not hesitate to email EL.nqtenquiries@suffolk.gov.uk or phone 01473 263951 should you wish to ask any questions or seek clarification.

Update on Local Authority Governor Appointment Process

The Local Authority (LA) Governor Appointments Committee has now been disbanded.

LA governors still need to have their nomination approved by the LA before they can be formally appointed by the governing body. However, it has been agreed by the Council that this decision should be delegated to the Lead Cabinet Member for Children's Services, Education and Skills, Councillor Gordon Jones.

This means that any LA governor nominations can now be reviewed on an "as-and-when" basis rather than at a once-termly committee meeting and appointments can be made much more quickly by the governing body.

We contact all LA governors who are approaching the end of their current term to discuss their preferred plan of action. If you would like to nominate a new LA governor however, or require further advise of the LA governor appointments procedure, please contact Emma Eynon at emma.eynon@suffolk.gov.uk .

Safeguarding

New Guidance from the National Governance Association

The safeguarding of children is one of the most important issues facing our schools and governors play an important role in this. The National Governance Association (NGA) have put together some key questions that you should be asking surrounding the implementation of safeguarding practices:

- **Safeguarding Policies** – are they clear, published and being consistently implemented?
- **Designated Safeguarding Lead (DSL) and designated teacher for looked-after children** – are they appointed and trained and does everyone know who they are?

- **Training** – Have you had any and are the training requirements of staff and governors being correctly addressed and resourced?
- **Online safety** – Have you considered the impact this might be having on pupils?
- **Opportunities to teach safeguarding** – How is this being approached?
- **Safer Recruitment Procedures** – Are you compliant and, if so, can you evidence this?
- **Allegations of abuse** – do your policies adequately cover this and have they been effectively communicated?
- **Inter-agency working** – how is this working and are you being adequately receptive?

GDPR Implications for Governors and Clerks

As you'll be aware, the General Data Protection Regulation (GDPR) came into effect on the 25th May 2018 and it's important that you're aware of the implications of GDPR on your role as a governor.

As governors you will often be in possession of personal information about individuals such as pupils, parents, staff, or even fellow governors. You will therefore need to ensure that such personal data is kept secure.

There are several ways to help ensure this.

Personal information, such as names and addresses, can be redacted from any paperwork or other documents and any papers containing personal data should be collected in at the end of meetings and disposed of according to the school's confidential waste procedure.

It is also vitally important that all governor emails are secure and we would strongly suggest that, as the best way to ensure this, you 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 GDRP regulations and could result in your dismissal from the governing body or a monetary fine being levied at the school.

When sending emails out to multiple recipients it is also important that all recipients are BCC'd in (blind copied) to protect their personal email addresses.

It isn't only governors that have a responsibility and GDPR also has implications for your Clerk. It might therefore be worth having a conversation with this individual to ensure that the correct procedures are being followed. If your Clerk is employed by Schools' Choice and you would like further information please contact Catherine Barratt, Head of Schools' Choice Governor Services at Catherine.Barratt@schoolschoice.org.

If you require further guidance on GDPR please see the Department of Education's [Data Protection: Toolkit for Schools](#).

Governors and Confidentiality

Confidentiality:

Governors can make any item confidential within the minutes if the whole governing body agrees to do so.

As such, it is worth checking at the end of every meeting, both full governing body and committee, which items and paperwork should remain confidential. If this decision is not made all items are automatically accessible in the public domain.

Suffolk County Council Scrutiny Committee Vacancies

As you may be aware an email was sent to all parent governors of Local Authority maintained schools on Monday 3 September with a [letter](#) detailing the two vacancies for **Parent Governor Representatives** on the Scrutiny Committee of Suffolk County Council.

The [government guidelines](#) allow for **qualified parent governors of maintained schools** to be considered for election, and all parent governors of maintained schools are eligible to vote, to elect two of their peers onto the Committee.

In the first instance we are seeking nominations for the parent governor representatives. If you would like to nominate yourself for a position please complete the [nomination form](#). The form includes an opportunity to submit a statement of no more than 50 words giving your details and your view as to why you would be an appropriate representative of parent governors on the Scrutiny Committee.

Please email your completed nomination form to governance@suffolk.gov.uk by Monday 1 October 2018. (Alternatively, postal returns can be sent to Leadership &

Governance, Education & Learning, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX).

If you would like further information of the role of the Scrutiny Committee please contact Katherine Bailey at Katherine.Bailey@suffolk.gov.uk .

Ipswich Chairs of Governors Group

A chance to get together to chat about the latest issues, support each other and share good practice.

First meeting: 20 September at 5pm Dale Hall Primary School, Ipswich

We will be talking about Ofsted priorities and monitoring. Other meetings this year will cover governing body evaluation and SEND amongst other things.

If you are interested in attending or would like further information or to be put on the mailing list, please email angela.gage@dalehallprimary.net

National Governance Association Development Programmes

Development for Chairs Programme

The National Governance Association (NGA) is a not-for-profit organisation with a strong track record of delivering governance leadership programmes in cooperation with partners across England.

The Development for Chairs programme is funded by the Department for Education (DfE) and provides Chairs, Vice-Chairs, committee Chairs and future Chairs opportunities for developing leadership skills and confident governance.

If you are interested in the programme further information can be found [here](#) .

Development for Boards Programme

This programme is funded by the Department for Education (DfE) and is designed for boards governing multi academy trusts or groups of schools, or boards of schools in DfE opportunity areas where the school is either rated by Ofsted as requiring improvement, or rated good or outstanding but identified as coasting. This is a consultant-led bespoke programme that will be tailored to your board's circumstances to improve practice and outcomes.

If you are interested in the programme and your governing body meets the eligibility criteria, further information can be found [here](#).

Inspiring Governance Future Chairs Recruitment Service

The Future Chairs Recruitment Service helps boards with the vital task of recruiting a high calibre individual who has the potential to be-come a Chair, Vice-Chair or committee chair within a year of joining a school governing board. The service identifies and recruits skilled and experienced individuals from within and beyond the education sector who are interest-ed in this opportunity.

More information about this Inspiring Governance service can be found [here](#).

Awards for Outstanding Governance 2019



nigla National Governance Association
AWARDS for Outstanding Governance 2019

Nominate your governing board or clerk for a national award today

Closing date: 3 December 2018

MEDIA PARTNER
SCHOOLSWEEK

The National Governance Association (NGA) Outstanding Governance Awards 2019 are now open to enter.

As the only national education awards to recognise the contribution of governors and trustees, and the clerks that support them, the Outstanding Governance Awards provide entrants with a unique opportunity to gain recognition through a rigorous judging process, lead the way as an exemplar of good school governance and reflect on their practice against the award criteria.

Please see [here](#) for further information.

Every vote counts...

Make Your Mark

Take part in the Europe's largest youth consultation.

ukyouthparliament.org.uk



Make Your Mark launched on 22nd August 2018. If you work with young people, could you help hold a ballot? You can hold the vote in various ways, in your class or assembly, there are also widget versions available. You can request paper ballots from Maddie.pawlowicz@suffolk.gov.uk or you can go online to record your results you get from a tally. It's a great way to give young people a voice. All the details you need can be found at www.ukyouthparliament.org.uk/makeyourmark/

Suffolk Assembly of Youth

Make Your Mark - Europe's largest youth ballot
- runs until October!



Good News!

Members of Suffolk Assembly of Youth (SAY) will discuss the top two Make Your Mark results that are voted for by young people (11-18) in Suffolk and choose one to become the priority for SAY to work on for the year ahead - Your vote counts



Suffolk Assembly of Youth (SAY) is a platform for young people in Suffolk to make their voice heard, and influence those who make decisions. Find out more about SAY on The Source: www.thesource.me.uk/leisure-and-getting-involved/suffolk-

[assembly-of-youth-say/](#), join the distribution list for the e-newsletter to find out what SAY has been doing, celebrate young people's achievements, and get the latest news, events and opportunities for young people in Suffolk email: Vikki.versey@suffolk.gov.uk

SAY – Mental Health

- Download the posters

(which signpost young people to local support services!)

- Print them out
- Stick them up on the back of toilet doors

(where young people can take the info they need in private)

Take a pic & Tweet us

#ToiletDoor



One of SAY's current priorities is mental health. SAY are relaunching the #ToiletDoor campaign this September and there will be easy read/ widget versions soon!

Young people told SAY that mental health and emotional wellbeing was a priority. They told us they would like to know where they can get help and support for their emotional wellbeing. They told us they would like the information on the back of toilet doors where they can take it down in private. So Suffolk Assembly of Youth developed a poster to do just that.

Please support or ambition that young people in Suffolk will know where to access support for their emotional health and wellbeing. It's great way to start off the new term, which can be a stressful and anxious time of transition. Request some posters or print them out yourself and put them up. Visit www.thesource.me.uk/toiletdoor to download and get more information.

Contact List

Leadership and Governance, Suffolk County Council

governance@suffolk.gov.uk

Carol Hitchman – Strategic Lead – 01473 263953

Joanna Howell – Senior Governance Advisor – 01473 263972

Lyndsay Cook – Governor Development Advisor – 01473 260163

Emma Eynon – Headteacher Recruitment – 01473 263943

Schools' Choice

Catherine Barratt – Head of Governor Services – 01473 263982

Enquiries – governor.support@schoolschoice.org / 01473 263993

Education and Learning Team, Suffolk County Council

Assistant Director Education and Learning – Adrian Orr – 01473 264709

Resolution, Complaints complex HR, Critical incidents, Headteacher wellbeing, support on LADO referrals. – Janice Lee – Strategic Lead – 01473 263940

MASH Professional Consultation Line - 0345 606 1499

Challenge and Support – Strategic Leads – Christine Fogg – 01473 260539 / Julia Grainger – 01473 264143

Health and Safety – Suffolk Schools Health and Safety Advisor – Nina Bickerton – 01473 260399

Finance – Senior Service Accountant – Michael Quinton – 01473 265596

Inclusion – Headteacher, Outreach Services – Jan Welsh – 01473 264914

Admissions – Senior Infrastructure Officer – Jan Scott – 01473 264657

Assessment – Assessment and Training Officer – Mark Bennett – 01473 264192

Attendance and Welfare – Troubled Families' Co-ordinator – Stuart Hudson – 01473 265200

NQT Appropriate Body – NQT and Appropriate Body Standards and Excellence Officer - Celia Moore – 01473 264005

Parenting – County Parenting Co-ordinator – Judith Moore – 01284 758805

Property – Senior Manager, Client Support – Nadine Coleman – 01473 265147

School Nursing Lead – Bethan Stott – 07506 683238

School Transport – Tracey Vobe – 01473 265057

Schools Infrastructure, Academisation, Free Schools – Schools Planning Manager – Pete Mumford – 01473 260767

Virtual School for Looked After Children – Virtual School Head – Matthew Cooke –
01473 260818

Skills Team – 01473 263969
