

GOVERNOR HEADLINES

Welcome to issue #19 of Governor Headlines, the last of 2018. This edition includes information on website security, updated health, safety and premises standards for schools and a reminder of the Headteacher absence procedure. In addition you'll find information on a number of training opportunities, including ASP Training for Governors and the Development for Chairs Programme run by the NGA.

We would like to thank you for all your hard work and dedication over the past year and wish you a Happy Christmas and New Year.

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

What's New This Month – December 2018

Saving You Time – Sharing Information

If your governing body subscribes to the Schools' Choice clerking service you may have been asked to sign a form at your most recent full governing body meeting, agreeing to your email address being used and shared between Schools' Choice and our Suffolk County Council Leadership and Governance Team so that we're able to communicate with you in your role as a governor.

As you'll probably be aware, Suffolk County Council and Schools' Choice are two separate bodies, which in the past has meant that governing bodies who subscribe to the Schools' Choice clerking service have still had to supply Suffolk County Council's Leadership and Governance team with updates on their governing body details.

We hope that by developing this new system we can save you time and effort. When you have completed the form your Clerk will then put it in Schools' Post and it will be returned to us, providing us with all the information we need to update our governing body records and communicate with you in your role as a governor.

Additionally, there are a few occasions where it would be beneficial to Suffolk County Council to see the public draft minutes of meetings of Local Authority maintained schools in support of school improvement. The form also includes the option for the Chair of Governors to sign in agreement of this.

Please could we also take the opportunity to remind governing bodies who don't subscribe to the Schools' Choice Clerking service of the importance of keeping us informed of any changes to governing body membership, including new governors, reappointed governors and resigned governors. Without these updates we're not able to fully support you or assist with the filling of governor vacancies. To keep us up-to-date please complete the following two forms and email them back to governance@suffolk.gov.uk .

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

[Report a Governor Resignation](#)

Retirement News

As you may be aware Carol Hitchman, Strategic Lead for Leadership and Governance, will retire at Christmas after a long and successful career in Suffolk schools and in the county council. Carol will be missed greatly for her knowledge, skills, experience and huge commitment to education in Suffolk. Her own teams and the Education and Learning Leadership team will particularly miss Carol's thoughtful, measured and insightful leadership. We also know that many school leaders will miss Carol's advice and counsel. For Carol though we are all delighted that she will start a new chapter and I know you will join us in wishing her a very long and fulfilled retirement.

In order to ensure important work continues I am pleased to announce that Paul Calver has been appointed to lead Carol's areas of work from January to Easter in the first instance. To ensure continuity Paul has already begun working with Carol so that he is fully briefed when he takes the lead on this work in January.

Controlling Access to School Premises

The Department for Education (DfE) has published new guidance on “controlling access to school premises”. This guidance gives additional weight to schools to deal with parents/carers who have overstayed their welcome. Parents have an “implied licence” to come onto school premises at certain times, for example: for appointments, to attend a school event, to drop off or pick up younger children. Schools should set out their rules and tell parents what they are. Anyone who breaks those rules would be trespassing.

Trespassing is a civil offence, rather than a criminal one although section 547 of the Education Act 1996 makes it a criminal offence when an abusive individual has been barred from the premises or has exceeded their ‘implied licence’, then also causes a nuisance or disturbance. Schools can bar an individual from the premises if they feel that their aggressive, abusive or insulting behaviour is a risk to staff or pupils. It is enough for a member of staff or pupil to feel threatened.

The school must tell an individual that they’ve been barred or they intend to bar them, in writing. Letters should usually be signed by the Headteacher, though in some cases the Chair of Governors may wish to do this so that this doesn’t affect a personal relationship between the Headteacher and parent. However, the individual must be allowed to present their side. A school can either:

- bar them temporarily, until the individual has had the opportunity to formally present their side,
- tell them they intend to bar them and invite them to present their side by a set deadline.

After the individual’s side has been heard, the school can decide whether to continue with barring them. The decision should be reviewed within a reasonable time, decided by the school. The full guidance can be found [here](#).

CYP Staff Visiting Schools and DBS Checks

Letter explaining to schools about CYP staff not being required to provide confirmation of DBS checks on visiting schools.

[Please click here to view an updated letter from Allan Cadzow, Service Director for Children and Young People’s Services regarding CYP staff visiting schools and what forms of identification you should be requesting to see](#)

Website Security

We strongly recommend that all schools take steps to ensure that school website domain names are protected. Consideration should be given to the following:

- 1) Ensure the website domain name is registered, and that all administration contact details are correct
 - 2) Ensure your domain name account has a secure password and do not share this information
 - 3) Where possible lock your domain name with your provider
 - 4) Monitor any expiration dates to ensure there is no lapse in ownership
 - 5) Consider purchasing the longest length of ownership for a domain name
 - 6) Obtain similar domain names to protect the security and misuse of the school's name.
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'Welcome to Governance' Induction Guide

The 2018-19 edition of the National Governance Association (NGA) 'Welcome to Governance' induction guide has now been published.

The guide contains all the information new governors, trustees and academy members need to know about their roles and is relevant for both Local Authority maintained schools and academies.

For further information and to purchase a copy of 'Welcome to Governance' please click [here](#). The cost of the guide is £6 for NGA members and £12 for non-members.

The NGA also publish 'The Chair's Handbook' for current and aspiring Chairs of Governors. Please click [here](#) for further information.

Headteacher Absence

If your Headteacher is absent for a medical or personal reason for more than a two week period please contact Headships@suffolk.gov.uk so that we can work with you to ensure that the appropriate cover is in place.

Primary Inspection Data Summary Reports (IDSR)

The Primary school IDSRs are available through the 'List of Reports' tab on Analyse School Performance (ASP).

[Log in to ASP here](#)

2018 Secondary Performance Information

The Analyse School Performance (ASP) reports for secondary schools have now been updated to include 2018 performance information.

[Log in to ASP here](#)

Health and Safety Advice and Standards for School Premises

The Department for Education (DfE) have recently published the following 2 documents to help schools and Local Authorities understand their duties regarding Health and the School Premises regulations 2012:

[Health and safety: advice for schools](#)

[Standards for school premises](#)

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](#) .

ASP Training for School Governors



3rd December 2018

5-7pm

All Saints Primary School, Lawshall

Cost: £20

To book a place please visit: www.thelark.org.uk/cpd/courses

A 'twilight' training session for governors to help them familiarise themselves with ASP. The aim is that governors will have a good knowledge of ASP and can demonstrate to Ofsted that there is a strong element of support and challenge to the leadership of the school.

Contact: Claire Lamb, director@thelark.org.uk

For Governors of Ipswich Opportunity Area Schools Only

Please find [here](#) an invitation to a training and networking event as part of the Ipswich Opportunity Area (IOA) programme in December.

To book a place please email governor.services@educatorsolutions.org.uk or alternatively please call Educator Solutions on 01603 303355.

If you would like to find out more about the programme, please email Katrina Gardiner K.Gardiner@UOS.AC.UK or alternatively visit the IOA website www.ipswichopportunityarea.co.uk .