

GOVERNOR HEADLINES

Welcome to issue #26 of Governor Headlines, the last of the 2018 – 2019 school year. This issue includes advice on how to govern medical conditionals in schools, information on Suffolk Referral Portals and Suffolk's Fair Access Protocol consultation and a preview of our Chair of Governors Mentoring Scheme. There are also important updates on the Suffolk SEND strategy 2017 – 2020 and information from the Public Health Team and Suffolk Music Education Hub.

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.

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

What's New This Month – July 2019

The Knowledge

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

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



The Suffolk Referral Portals

The Suffolk Referral Portals are a secure platform for referrals to Social Care. Registering for a Portal account means you will be able to manage the referrals you make more effectively. When you make a referral via the Portal you can keep a hard copy of the referral for your records and keep up to date with the referral's you have submitted.

The Portal platform helps to negate the need for contacting Customer First by phone for anything non-urgent; this allows capacity for those who can't access online services and for urgent matters. Customer First can't advocate enough the importance of saving their phone lines for those who need it most. If you have an urgent matter (child immediate homelessness or physical/Sexual abuse) we would ask that you continue to call Customer First on 0808 800 4005.

The Secure Suffolk Children and Young People's Portal, user guides and video guidance, can be found via the link on the [Suffolk Safeguarding Children Board website](#).

If you do complete the previously used word document (MARF) and send to Customer First by email and it is non urgent, your referral may be sent back to you and you will be advised to complete your referral via the online portal. However, in the event that Customer First receive an urgent referral via this format, they will accept it but will encourage you to use the portal platform in any future instance.

There is also a referral Portal for Adults which can be accessed via the Suffolk Safeguarding Adults Board website. There are also links to user guides and video guidance on the [website](#).

Governance of Medical Conditions

Ensuring that the right support is in place in schools for children with medical conditions has always been of utmost importance, however it is a topic that has become more prevalent recently because of reports of a tragic event where a 13 year old boy with a dairy allergy died when cheese was flicked onto him.

In response to this Angela Gage, National Leader of Governance and Chair of Governors at Dale Hall Community Primary in Ipswich, is highlighting how important it is to make sure you have procedures in place to ensure the safety of all children with medical conditions.

Angela's article contains some good advice and suggestions as to how you can ensure that your procedures and policies are being correctly implemented, however

it's important that you adopt the most appropriate procedures for your individual schools, and which reflect your own medical conditions policy.

Please see Angela's article below:

In May of this year, an incident was reported in the press regarding a 13-year-old boy with a dairy allergy, who died when another child flicked cheese at him. A terrible accident and tragic for all concerned but it made me want to look at what might have been done differently.

I am not suggesting it would have changed the outcome, but we owe it to all of our children to remember that we are not just reviewing a dry policy but agreeing how the school will act and then monitoring to ensure that the reality and the policy match.

Our aim, as governors and trustees, is to ensure that the schools in our care are inclusive, safe and welcoming to all of our pupils. We need to satisfy ourselves that this statutory policy is being effectively implemented.

I use a simple checklist, meet up with a teacher for 20 minutes and run through all my questions. I reassure them that I am not monitoring them personally but the school procedures. The Headteacher, I am sure, would welcome the knowledge of gaps in procedures or that all is as it should be. They may even decide to go a step further and make the school a nut free space.

I ask the Headteacher biennially to send out a questionnaire to parents who have children in school with a medical condition, to check if they are happy with the schools' provision or have any concerns/questions.

All questions are taken directly from the [DfE requirements related to medical conditions in school](#).

Questions Governors Might Ask

- How are staff made aware which children have plans and the contents of medical plans including supply staff, new staff and support staff?
- Is there sufficient staff trained to deliver against all healthcare plans? Do staff feel confident that they could deal with an emergency?
- Are teachers aware of how a medical condition can affect learning?
- Are staff aware of triggers, signs and symptoms and know what to do?
- Are fellow pupils aware of the signs and symptoms and the seriousness of an allergy?
- Are transition arrangements between schools and between classes in place?
- Do we ensure pupils are not excluded from activities due to medical conditions?
- Are pupils supported to enable the fullest possible participation in school life? Are children with medical conditions being supported to attend trips?

- Are risk assessments carried out both in class and for activities outside of normal timetable for children with plans?
- Do all pupils have access to emergency medication?
- Do we ensure pupils who carry their own medication, carry it on a trip or outside their class?
- Do pupils know how to reach their medication?
- Do we inform parents if any medication is taken or if their child is unwell?
- Are complex medical plans reviewed annually and when a change is notified?
- Is there sufficient information available both on the web site and given to parents directly for them to know and understand the school systems?
- Are written records of medicines administered kept up to date?
- Are the medicines we keep on site stored correctly and are parents aware of whose responsibility it is to keep them in date and available?

If you have any feedback or would like to discuss this article, please contact Angela Gage at angela.gage@dalehallprimary.net .

Chair of Governor's Mentoring Scheme

Becoming Chair of Governors for the first time can be a daunting prospect. There will be an increased sense of responsibility and governors new to this role could find themselves wondering how best to proceed with potentially unfamiliar situations. Whilst support from their own governing body is invaluable, we recognise that new Chairs of Governors might benefit from discussion with another, experienced Chair.

We are therefore developing a Chair of Governors mentoring scheme to alleviate some of the pressure for new Chairs of Governors and to encourage governors to put themselves forward for the role where they otherwise might not have done.

The scheme will be open to new Chairs of Governors, governors who are about to be elected as Chair of Governors and governors who have held the position for less than a year.

Further details of the scheme and the process will follow in September' edition of Governor Headlines, but if you would like to discuss further in the interim please contact the Leadership and Governance team at governance@suffolk.gov.uk or call us on 01473 260163.

Consultation on Suffolk's Fair Access Protocol

The consultation on Suffolk's Fair Access Protocol (FAP) is now open and will close on **Friday 2 August 2019**.

[Details and an online survey are available here.](#)

The School Admissions Code requires a local authority to have a FAP, agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

Each school is asked to make one return, approved by the Headteacher and Governing Body, in response to this consultation.

Important: A nil return from schools will be taken as agreeing that the proposed FAP should be implemented.

For further information please contact Jan Scott at jan.scott@suffolk.gov.uk or on 01473 264657.

Suffolk SEND Strategy 2017 – 2020

Parent Carer Update – Issue 2 June 2019

The Parent Carer Update is a regular update for parents and carers to keep you informed about what we're doing to implement Suffolk's SEND Strategy. Issued on behalf of Suffolk County Council, the NHS Ipswich and East Suffolk, NHS West Suffolk and NHS Great Yarmouth and Waveney clinical commissioning groups, and Suffolk Parent Carer Network.

To read the full update please click [here](#).

Suffolk Music Education Hub



Suffolk Youth Choir 2020

Orff's Carmina Burana at Snape Maltings, conducted by Ben Parry

Suffolk County Music Service and partners are delighted to invite KS3/4 school vocal groups/choirs to sign up for an amazing performance opportunity in a world-class concert hall as part of the new Suffolk Youth Choir.

For more information and to sign up please visit the [Suffolk Music Hub website](#) or contact Tracey Rayner, Senior Vocal Tutor at county.musicservice@suffolk.gov.uk or on 01473 263400.

County Ensembles 2019-2020: applications now open!

Applications are now open for Suffolk Youth Orchestra, Suffolk Young Strings and Suffolk Youth Wind Orchestra!

From European concert tours to performances in prestigious venues, these ensembles are offering many exciting performance opportunities throughout 2019-2020.

Young musicians aged up to 21, playing at a Grade 4+ standard (or equivalent) can apply.

For more information, cost and to apply please visit <http://bit.ly/County19-20> or contact Flo Wenden, Communications Officer at county.musicservice@suffolk.gov.uk or on 01473 263400.

Music for Starters – workshops for EY through to KS2

Get the new school year off to a magical start and be inspired with many ideas to share back at your setting/school.

Internationally recognised Primary and Early Years Music Education specialist [Lucinda Geoghegan](#) will be sharing her expertise and passion for experiencing music with children, in Suffolk.

- [Music for the Early Years](#), Monday 2 September 2019, **E-MUSIC1901**. Very highly subsidised with a further subsidy for settings in receipt of funding.

Please contact [Mish Kelly](#) to book these sessions for KS1-2 and beyond:

- Friday 30 and Saturday 31 August 2019 (will also include EY sections)

Tuesday 3 September 2019, KS2 Music session at Eyke Primary School.

For further information please contact Marion Hinds at marion.hinds@suffolk.gov.uk or on 01473 263400.

Free Coaching Opportunity for String Players!

Violin, Viola, Cello and Double Bass players are invited to join the County Music Service on 27-28 July for a **free** weekend of coaching by members of the **Orchestra of the Age of Enlightenment!**

Suitable for children and young people aged 16 and under, playing at Grade 3+ standard (or equivalent).

For more information and to sign up please visit: <http://bit.ly/OAEStrings> or contact Flo Wenden, Communications Officer at county.musicservice@suffolk.gov.uk or on 01473 263400.

Suffolk Through A Child's Eyes



We are looking for feedback from people aged under 25 who live in Suffolk!

Each year, the Director of Public Health for Suffolk has a responsibility to produce an Annual Public Health Report. The topic of the report varies each year. You can view previous reports [here](#):

This year, the focus of the report is children and young people in Suffolk, and **what Suffolk looks like through a 'child's eyes'**.

The report will inform what we can do collectively to maintain what is good about growing up in Suffolk, as well as looking at ways in which we can improve – where this has been identified by either children and young people, or the data and intelligence.

We will be launching the finished report at our Health and Wellbeing Board conference in October 2019.

If we really want to understand Suffolk through a child's eyes, we need to collect information from children and young people in Suffolk. **This is where we need your help!**

We want to ask children and young people about their views on the 4 topics that the report will be structured around:

- Friends and Family

- Feelings
- Fit and Healthy
- Future Hopes and Dreams

The findings will be included in a short report alongside the data and intelligence we have. We will also produce a short video to accompany the report.

We would be very grateful if you would circulate this short survey for children and young people to complete:

<https://www.smartsurvey.co.uk/s/SuffolkEyes2019/>

The survey will take between 5-10 minutes and closes on **2 August 2019**. All responses are anonymous and will be collated to capture the themes arising from the feedback received.

- If you have any questions or queries you can contact us at:
knowledgeandintelligence@suffolk.gov.uk
- You can also Tweet us @SCCPublicHealth
- Or visit our website: www.healthysuffolk.org.uk

With thanks,

The Public Health Team at Suffolk County Council

Huddle School Packages



A platform for parents and teachers to access up-to-date professional advice so that they can help their children and young people flourish.

Huddl believes that parents and schools are two halves of a partnership for bringing up children, neither can do the job well unless a dynamic relationship is created. By working with parents, schools can best support pupils, in particular on the topic of mental health & wellbeing.

Parents need access to professional resources and learnings in the same way teachers do.

Huddl can tailor packages to suit your school environment and needs. To find out more please click [here](#).

The New Ofsted Framework 2019 – Training Opportunity



26th September 2019

9-4pm

Bury St Edmunds

Cost: £90

To book a place please email: director@thelark.org.uk

The course will include:

- An explanation of the four new judgements in the framework.
- A detailed analysis of the factors that Ofsted will take into account in coming to a judgement of each of the four components.
- Guidance as to how Headteachers can provide compelling evidence for each of the four new judgements.
- Guidance as to how schools can demonstrate emphatically the impact of their curriculum on attainment, progress and wider outcomes.
- Guidance as to the methodology of inspections and its implications for Headteachers, senior leaders, governors, teachers, parents and pupils.
- Guidance as to how schools can prepare professionally and effectively for their next inspection.
- Giving schools the confidence to hone their current monitoring and self-evaluations processes to the new framework.

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

National Governance Association - Development for Chairs

Additional Opportunities

The Department of Education has increased the funding available and extended the eligibility for Leading Governance programmes for governance leadership development.

Each board will now be able to access **two fully-funded places** on the Development for Chairs programme – this includes for Chairs of Governors, Co-Chairs, Vice-Chairs, Committee Chairs and future Chairs.

This will enable the Development for Chairs programme to have greater impact on the effectiveness of school governance and ultimately the educational standards and wellbeing of pupils. Where more than one participant from the same school joined

the programme, feedback shows how much they value the opportunity to work with another member of their board to develop their leadership and deliver impact in their school or trust.

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

The WIRE Award



The first WIRE award in Suffolk was awarded to Rachel Bacon, Deputy Headteacher at All Saints' CE Primary, Newmarket, at the SACRE Summer RE Conference on June 18th. 'Widening Inclusivity in RE' involves submitting simple evidence of four areas which show that staff and pupils are working on developing links outside their school: (i) attendance at a course / RE network, (ii) visit to / visitor from a Christian community, (iii) visit to /

visitor from a non-Christian community, (iv) pupil involvement in / creating an RE event.

More schools have applications lining up. Could you get an application in before July 12th for the next SACRE meeting? Click [here](#) for further information.

Well done All Saints!
