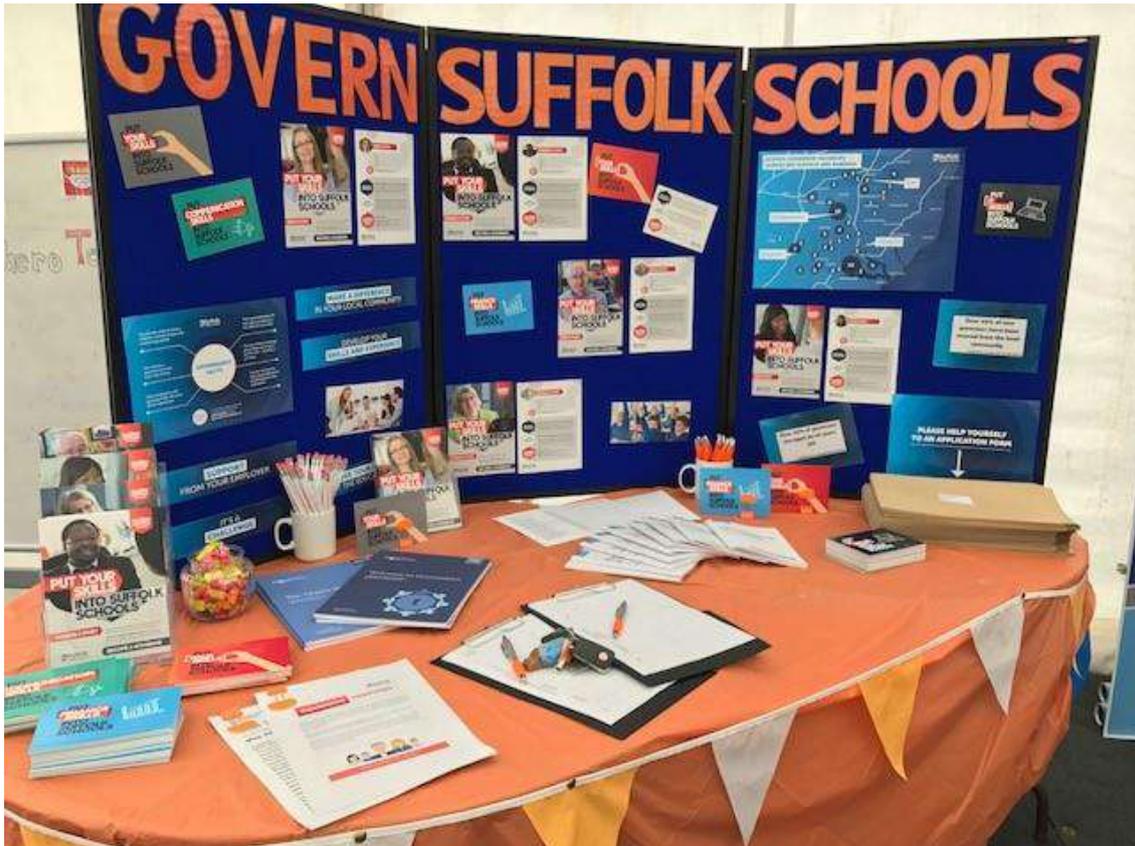


GOVERNOR HEADLINES

Thank you to all colleagues that attended the recent Governor Ofsted briefings. All three events were well attended and were very useful sessions for both governors and officers. We have received good feedback highlighting the key themes that you would like to continue to discuss, including the Financial Management of Schools in Challenging Times and Headteacher Appraisal. In conjunction with Schools' Choice and our Governance Advisers we will be looking to run the appropriate courses and sessions to address these issues.

The June edition of Governor Headlines will start to support governors to prepare for the new academic year with articles on the induction of NQTs, recruitment of governors and guidance for Headteacher appraisal.

Below is our governor stand at this year's Suffolk Show, ahead of our recruitment campaign to be launched later this month. For more information on the campaign please see further pictures and the article within this newsletter.



What's new this month - June 2017

The Knowledge

Please find the latest edition of The Knowledge for June 2017 [here](#).

The information included in this edition is correct at the time of publication; however please note that due to the impending General Election some information and recommendations may be subject to change.



How To Help You

Prepare for September

Newly Qualified Teachers in Your School

The governing body have responsibilities for the oversight of NQTs employed by their school. Significantly one of the responsibilities is ensuring the school is compliant with the statutory guidance Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies; Revised December 2016. The guidance can be found by following this [link](#).

A short overview of the specific responsibilities of governors is provided below in order to support your work.

Governors should ensure the school has the capacity to support an NQT as they enter the teaching workforce. Each NQT must have an induction tutor who is appropriately trained, has the required skills, and has the time to support the NQT throughout their induction period, which is usually the equivalent of three terms. NQTs must have a timetable that is reduced by 10% when compared to a main-scale teacher. This is dedicated time for them to use for their professional development; the school and induction tutor must support them with this.

The post must be suitable for an NQT; they need opportunities to demonstrate their abilities against all the Teachers' Standards which include planning, marking, assessment, behaviour management and meeting the needs of the pupils they teach. There are some teaching posts in schools that are not suitable for an NQT.

Governors should receive a regular update on the progress NQTs are making towards meeting the Teachers' Standards, and of the quality of the induction programme.

Should you have any questions or any points you wish to clarify please contact Celia Moore, NQT Standards and Excellence Officer at celia.moore@suffolk.gov.uk.

Bid Writing Workshops

As a response to requests, our external funding team are running three one-hour external funding learning sessions for governors and school staff. These are free to all Suffolk schools and academies.

Each session will cover:

- What is External Funding?
- How to develop a project
- Preparing for an application
- How you evidence why your project is needed
- Demonstrating what difference your project will make
- Financing a project (Match-funding)
- What funding is available and where to look for it
- The support available to help you apply

Dates for this are being arranged in July and September in conjunction with the School to School Support Partnership.

If you would like to register your interest, please email Maria Hough at maria.hough@suffolk.gov.uk

Share Your Story

From July's issue of Governor Headlines we will be running a new monthly feature giving governors the opportunity to share their stories on why they decided to adopt the role and the positive differences they feel they have made to their schools' governing body.

If you would like to be featured please send a photograph of either yourself or your full governing body to governorheadlines@suffolk.gov.uk, along with some brief answers to the following questions:

- How long have you been a governor and what school are you a governor at?
- What got you into school governance?
- What have you gained from the role, both professionally and personally?
- What has been your biggest challenge and achievement as a governor?
- What surprises have you encountered as a governor?
- How would you describe the role of school governor to someone else?

Governor Recruitment at the Suffolk Show



Senior Governance Advisor Joanna Howell with a governor from St Botolph's CEVC Primary School.



Our new Governor Development Advisor Lyndsay Cook with a Hollesley Primary School Governor.

Both our Senior Governance Advisor Joanna Howell and our new Governor Development Advisor Lyndsay Cook were out-and-about at the Suffolk Show this year to speak to the public about what the role of school governor entails and to encourage more people to contribute their valuable skills and experience to a governing body.

The two days proved very successful, with many people requesting application packs and many more showing an interest and taking away information. We even had a few existing governors stop by to say hello, offer support and even pose for a photograph, for which we are very grateful.

Our most recent vacancy report shows that there are currently 400 governor vacancies across Suffolk schools and, whilst this is only 10% of the total governor population, we still want to reduce this figure.

As a result, on the 12th June we will be launching a countywide recruitment campaign which we hope will generate a lot of new applicants with skillsets we can match with an appropriate school and governing body.

You will be receiving further information about the campaign shortly but, as always, it is very important that you contact our governance team directly at

governance@suffolk.gov.uk or 01473 263972 with any amendments to your governing body so that we can ensure all governors are receiving important correspondence and that we are aware of and therefore able to help fill any governing body vacancies.



L - R: A governor at Stowmarket High School gives his feedback on Governor Headlines and a governor at Rose Hill Primary School in front of our Suffolk Show stand.

Headteacher Appraisal

It is a statutory responsibility of governing bodies in maintained schools to ensure that they set objectives for the Headteacher as part of an annual appraisal.

The process for both teacher and Headteacher appraisal needs to be documented in the school's appraisal policy.

The Headteacher appraisal is usually carried out by an appraisal sub-group/panel of two or three governors with an external adviser being used for advice, support and to consult with regarding appropriate objectives.

Governors will need to satisfy themselves that the external adviser has the skills, experience and objectivity to provide them with advice and support. Therefore, it is recommended that a school should not continue with the same external adviser for more than three years.

Role of the Headteacher appraisal panel

- * Set objectives for the Headteacher
- * Appraise the performance of the Headteacher, assessing their performance in the role against the relevant [national standards of excellence for Headteachers](#) (GOV.UK website) and their performance objectives.
- * Assess the Headteacher's professional development needs and the actions needed to address them
- * Make a recommendation on a Headteacher's pay progression, where relevant. This must be done by 31 December
- * Give the Headteacher a written report of his/her appraisal, which include assessments and the decision on pay
- * Determine the appraisal period that applies. In most cases this will be 12 months, unless the Headteacher is employed on a shorter fixed-term contract.
- * Set objectives which will contribute to improving the education of pupils.

NB: It is good practice to review the objectives every term.

Details on the Headteacher appraisal process can be found in the [DfE governance handbook](#) (section 6.5.7)

Appraisal of Acting/Interim Headteachers

Appraisal arrangements should be in place for acting/interim Headteachers. It is crucial to the stability and consistency of the school that these are in place and the external adviser should be able to advise accordingly.

Appraisal of co-Headteachers

Appraisal arrangements for co-Headteachers should apply on the same basis for full-time staff and job-sharers. The purpose of this is to ensure that both job-sharers and full-time staff have equivalent and fair access to developmental support and feedback.

Executive Headteacher appraisal

If a Headteacher is employed at more than one school, each governing body must ensure that appraisal arrangements are put in place for the time they spend at their school.

Training events from Schools' Choice:

AG4	Effective Headteacher Performance Management	Stradbroke High School	18/09/2017	6.00pm-8.15pm
		Suffolk One, Ipswich	03/10/2017	6.00pm-8.15pm

Contact: governor.training@schoolschoice.org or <https://cpd.schoolschoice.org/cpd/>

Admission To A School Reception Year and Entry to a Nursery Class

The arrangements for full and part-time admission to a school Reception Year and Entry to a Nursery Class can be found [here](#).

If you have any further queries please contact Jan Scott by email at jan.scott@suffolk.gov.uk or call 01473 264657.

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Dear Colleague, You will be receiving a copy of Governor Headlines each month. As appropriate The Knowledge will be embedded within it. Your email address is part of the Suffolk County Council database in your role as a governor.

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